



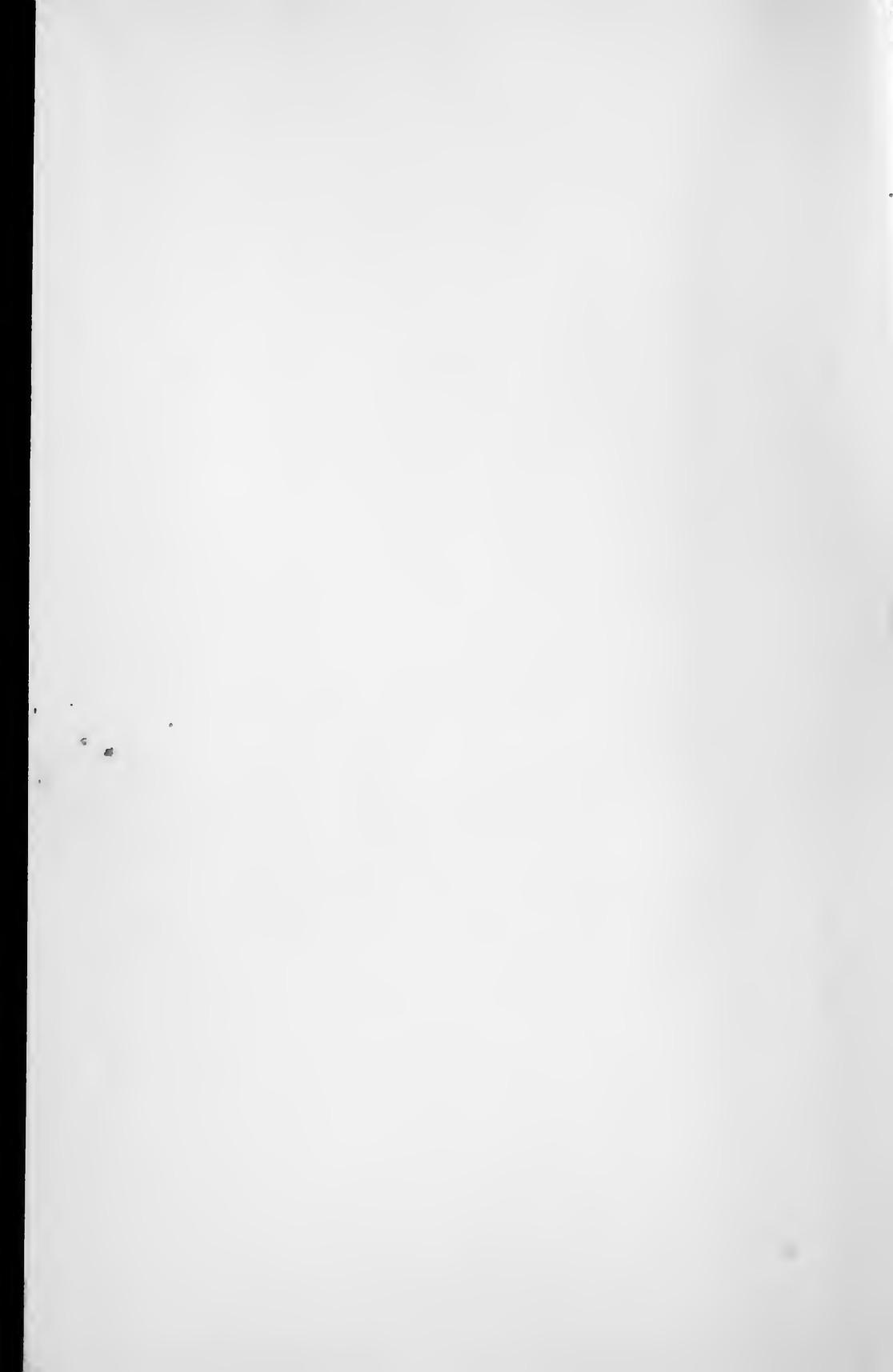
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*The Etiquette of Correspondence*

257

*We use one style when we think that only those to whom  
we write will read our letters; and another when many  
will read them.* CICERO.

*Letters are intended as resemblances of conversation,  
and the chief excellencies of conversation are good humor  
and good breeding.* WALSH.

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# *The ETIQUETTE of* CORRESPONDENCE

BY HELEN E. GAVIT, BEING ILLUSTRATIONS  
AND SUGGESTIONS AS TO THE PROPER FORM  
IN PRESENT USAGE OF SOCIAL, CLUB, DIPLO-  
MATIC, MILITARY, AND BUSINESS LETTERS,  
WITH INFORMATION ON HERALDIC DEVICES,  
MONOGRAMS, AND ENGRAVED ADDRESSES



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## P r e f a c e

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*I*t is the aim of this little volume to give suggestions rather than instruction, to answer by illustration and example the constantly recurring questions relative to proper form and expression in social and business letters. Present use and established custom, when consistent with rhetorical requirements, have invariably been given the preference to the exclusion of personal opinion and prejudice.

*The author desires to express her appreciation of courtesies and helpful advice cheerfully tendered during the preparation of this work.*

*Acknowledgments are due to the firm of Messrs. Tiffany & Co. for information upon*

## Preface

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*all engraved forms of invitation and card etiquette ; to Messrs. Dempsey and Carroll, art stationers, for permission to use in-illustration crest, motto, address, and monogram dies ; to leading clergymen and to members of the College of St. Francis Xavier and The Academy of the Sacred Heart for assistance in clerical titles ; to commandants at military and naval posts, as well as to authorities in the world of fashion and letters for the knowledge which alone gives value to these suggestions on epistolary form in the beginning of this twentieth century.*

H. E. G.

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# *The ETIQUETTE OF CORRESPONDENCE*

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## Chapter One

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F of "making books there is no end," of writing letters there hardly seems a beginning, for from earliest ages man talked to man in written as well as in spoken words. Messages of love and sympathy, of instruction and command, were inscribed on any available substance,—on stones, on the bones and prepared skins of animals, on pieces of pottery, on the leaves and stripped stems of plants, on tablets of soft clay or wax. The frayed reed, the bird's quill, the metal wedge-shaped tool, or the slender ivory point, served in ancient days to trace the pictures, signs, and symbols that represented words, sentences, and sounds. Man's *needs* devised the medium through which he could convey his thoughts and desires. The savage, with a bit of hardened red clay or burnt wood, outlined upon a piece of stripped bark his challenge of war or

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message of peace,— sometimes in rude pictures; sometimes in strange devices, all equally intelligible to his enemy or his friend. Economy of time and material produced the necessity which gave birth to invention ; and a Cadmus resolved all signs or symbols to the one universal form, the alphabet, which, like the octave of eight notes, in various combinations has given to the world its purest joys and bitterest sorrows. The literature of early civilizations discovered and deciphered, reveal a mass of epistolary correspondence—letters with so human a touch that time and space are annihilated, and as we read we exclaim with the clever Frenchman, surely “ There is nothing new except what is forgotten.” How natural, how wholesome and simple, is the advice of an Egyptian priest who writes a criticism to a would-be poet, a contemporary of the builders of the Pyramids : —

“ It is very unimportant what flows over thy tongue, for the compositions are very confused. Thou tearest the words to tatters just as it comes into thy mind. Thou dost not take pains to find out their force for thyself. If thou rushest wildly forward thou wilt not suc-

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ceed. I have struck out, for thee, the end of thy composition, and I return to thee thy descriptions. It is a confused medley when one hears it; an uneducated person could not understand it. It is like a man from the lowlands speaking to a man from Elephantine."

A fearless critic, who, barring the gentle courtesy, might establish a kinship with the editor of the "Bookman" Letter Box.

The student of Latin delights in the brilliant oratorical rhetoric of Cicero, in his fearless denunciation and convincing logic. But a revelation of the man's personality is given, not in political argument or fierce invective, but in the tender solicitude of a brother:—

"How delightful was it to get your letter from Britain. I had been afraid of the voyage across, afraid of the Rock-bound coast of the Island. The other changes of such a campaign I do not mean to despise, but in them there is more to hope than to fear; and I have been rather anxiously expecting the result than in any real alarm about it. I see you have a capital subject to write about. What novel scenery! What natural curiosities and remarkable places; what strange tribes and

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strange customs, what a campaign and what a commander you have to describe! I will willingly help you in the points you request, I will send for the verses you ask for, though it is sending ‘An owl to Athens,’ I know.”

History would be a matter of pure statistics were it not for such letters. Cicero is not alone in affectionate phrases and human interest. From the easy and graceful expression of Pliny the Younger we learn that there were pure joys, and simple faith in the marital relation, even in those days of conventional ties and loose morality. His letters to his wife show, not only a genuine affection, but a sense of comradeship not usually attributed to the wives of the noble Romans!

“ You write that you are no little troubled by my absence, and find your only solace in making my books take my place, and setting them where I ought to be. I am glad that you miss me. For my part I read and re-read your letters, taking them up in my hand many times, as though they were newly come. But this only stirs in me a keener longing for you. Write, nevertheless, as often as you can, though this, while it delights, still tortures me.”

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And again he writes : “ There is nothing to write about, you say. Well, then, write and let me know just this, that there *is* nothing to write about, or tell me in the good old style if you are well.”

Such words need no interpreter ; they carry sincerity with them, and show that human nature is after all very much the same in every age. Many letters of a like character might be quoted, letters of varying times and tongues, with much the same subject and sentiment, all proving how natural, how universal has been the use of the pen, that “ tongue of the mind ” which speaks the language of the heart. In the wonder and beauty of the Divine Comedy Dante has hardly a human personality ; he is merged in the unreal and the marvellous ; he is absorbed in the atmosphere of intangibility, associated with spirits freed from earthly limitation and restriction, spirits that pass at will from space to space.

But when in those memorable letters — a field of study and conjecture for the lover of the inspired poet — he writes to his friend and patron, Guido da Polenta, “ I will remain here a few days to feast my bodily eyes, which

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are naturally greedy of the novelty and pleasures of the place, and then I will return to my sweetest haven of rest so graciously embraced by your royal courtesy," we meet the man, not the poet, and feel that "touch of nature that makes all the world kin."

It hardly seems necessary to explain the meaning of a letter, to define it as "written talk" or "recorded conversation." That form of the exchange of thought and expression of sentiment is as old as man himself. "Good sense," says Horace, "is the foundation of all good writing." No straining after effect, or attempt at an acquired style, no borrowing of sentiment from another, can give the genuine pleasure that the simple reflection of one's self in one's letters always does.

The advice to her daughter of that most charming of letter writers, Mme. de Sévigné — "never to forsake that which is natural, as that only can produce a perfect style" — ought to be the motto of every one who sits down to hold pen-communion with another. It is perhaps this very fact of communion which lends to letter writing a freedom of expression that a studied style or artificial manner destroys.

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Only when we feel the individuality, I had almost said the personality, of the writer, has the written message any charm, — a charm that seems to be slipping away from many letters of this new century, crowded out perhaps by the rush and throng of society engagements; by the demands of club-life or the absorption of business.

The medium of the private secretary, the stenographer or typewriter, with necessary abbreviations and phonetic spelling, have too often given to brevity a soulless, perfunctory, stilted expression in place of the old-time exchange of happy phrases, interesting details, and sympathetic inquiries that bound friends and whole households together, and added many a delightful page to history and literature.

It is not the object of this little volume, therefore, to furnish ideas or models for the subject-matter of a letter. It is not to be a "Twentieth Century Complete Letter Writer," or "Guide to Correspondence," but to give suggestions for the form of the letter or note; to illustrate from the best sources of information the etiquette of present usage in social correspondence.

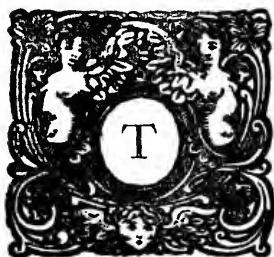
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## Chapter Two

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*Every age has its pleasures, its style of wit, and its own ways.* — BOILEAU.

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THESE letters are selected to illustrate the conventionalities of form and expression in succeeding years, rather than to serve as models for present use.

During the Wars of the Roses, 1455–1485, party adherents were valued by both the Houses of York and Lancaster. This curious letter of MARGARET OF ANJOU's, the unhappy Queen of Henry VI., gives the established epistolary form of the period. In it she urges DAME JANE CAREW to marry a Lancastrian of the Queen's household..

(1450.)

Right dere and welbeloved, we grete you wel, and for as much as oure trusty and welbeloved Squier Thomas Burneley, server of oure mouth, as wel for the grete zele, love and affeccion that he hath unto youre personne, as for womanly and virtuous governance that ye

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be renouned of, desireth with all his hert to do you worship by way of marriage, “ before all creatures lyving” he saith. We trust verrily ye shal nowe pourvey right wel for youreself to youre grete worship and hertease. And cause us to have you both in such tendernessee and favour of oure good grace that by reason ye shal holde your right welcontente and pleased. And howe ye thinke to be disposed to oure plésir in this partie ye wil ascertain us by the bringer of these as oure simple trust in you.

Given &c. at Eltham  
To DAME JANE CAREW by the Queen.

Letter of MARGARET PASTON to her husband, JOHN PASTON.

(1461.)

To MY RIGHT-WORSHIPPED HUSBAND, JOHN PASTON.

RIGHT-WORSHIPFUL HUSBAND, — I recommend me to you, to weet that mine Aunt is deceased, whose soul God assoil. And if it please you to send word how ye will that we do for the livelihood that she had at Wolcot. Also it is thought by my cousine Elizabeth Clere, and the Vicar, and others that be youre friends, that it is right necessary for you to have Hew

## *The Etiquette of Correspondence*

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(Hugh) of Fenn to be youre friend in youre matters, for he is called right-faithful.

The blessed Trinity have you in His blessed keeping. Written the Thursday next after St. Andrew by youre

MARGARET PASTON.

A letter from WILLIAM PASTON, Jr., a boy at Eton College, to his brother, JOHN PASTON. It voices the same needs and sentiments that the boy of to-day, with less form and etiquette, dashes off to father or brother.

(1475.)

RIGHT-REVERENT AND WORSHIPFUL BRODYR,  
I recommend me unto you, desyrynge to here  
of youre welfare and prosperitie; lettynge you  
wete that I have resevyd of Alredyr a lettyr  
and a nobyll in gowlde therein. Fethermor  
my creamsyr (creditor) Mayster Thomas  
herteley recommendyd hym to you; and he  
prayethe you to sende hym sum mony for my  
comons, for he seythe ye be XX<sup>its</sup> (22 shil-  
lings) in his dette, for a monthe was to pay for  
when he hade mony laste. Also I beseeche you  
to sende me a hose clothe; one for the haly-  
days, of sum colour, and another for the work-

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yng days ; how corse so ever it be, makyth no matyr. And a Stomechere and ii (2) shyrtes, and a peyre of Sclyppers. And if it like you, that I may come with Alwedyr be watyr, and sporte me with you in London a day or ii this terme tyme ; than ye may lette all thys be tyl the tyme that I come from Eton ; by the Grace of God, whome have you in hys keepyng

Wretyn the Saturday next aftyr All Haloun Day, with the hand of youre brodyr.

WILLIAM PASTON.

This letter of HENRY VIII. to ANNE BOLEYN is interesting as a specimen of informal address in a king who was a law unto himself and followed no established precedent.

(1528.)

The approach of the time for which I have so long waited rejoices me so much that it seems almost to have come already. However the entire accomplishment cannot be 'till the two persons meet, which meeting is more desired by me than any thing in this world. For what joy can be greater upon earth, than to have the company of her who is dearest to

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me ; knowing likewise that she does the same on her part, the thought of which gives me the greatest pleasure. . . . No more at present for lack of time. . . . Written by the hand of the Secretary, who wishes himself, at this moment, with you, and who is, and always will be

Your loyal and most assured servant

H, no other (A. B.) seeks R.

A selected portion of a letter from Dr. Cox, Bishop of Ely, to RANDOLPH GUALTER, illustrating the form of salutation used by church dignitaries in the sixteenth century.

(1573.)

I return you my best thanks, my dear brother in Christ, for having sent me a most courteous letter, which I received in December, and in which you clearly manifest your anxiety for the Church of Christ, though at so great a distance from you. . . .

Your most loving friend in Christ,

RICHARD COX.

Pastor and servant of the Church of Ely.

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In this letter of QUEEN ELIZABETH's to the DUKE OF ARGYLL, the formality of diplomatic diction is well illustrated.

RIGHT-TRUSTY AND WELL-BELOVED COUSIN,  
— We greet you well, we always have reposed such trust and confidence in your forwardness, and good inclinations to entertain the amity between us and the King, your sovereign, that we doubt not you will always show yourself constant therein by the continuing of your good office between our two crowns. . . .

Given under our seal and signed at our Palace of Westminster.

February, 1573, in the twenty-first year of our reign.

ELIZABETH R.

To our trusty and well-beloved cousin,

THE EARL OF ARGYLL.

A love letter of Puritan times, after the embarkation to the New World, is of interest for pure sentiments clothed in the dress of the period.

GOVERNOR WINTHROP TO HIS WIFE.

(1629.)

MY SWEET WIFE,— The opportunitye of so fitt a messenger, and my deepe engagement

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of Affection to thee, makes me write at this tyme though I hope to follow soone after. The Lorde o' God hath ofte brought us togither w<sup>th</sup> comfort when we have been longe absent, and if it be good for us, he will doe so still. When I was in Irelande he brought us togither againe. When I was sick heer at London he restored us togither againe. How many dangers neere death hast thou been in thyselfe and yet the Lorde hath granted me to injoye thee still. If he did not watch over us, we need not goe over sea to seeke death or miserye ; we should meet it at every steppe in every jo'nye : and is not he a God abroad as well as at home? Is not his power and providence the same in N. E. as in old E. If o<sup>r</sup> wayes please him, he can commande deliverance and safety in all places and can make the stones of the field and the beasts, yea the raginge seas and o<sup>r</sup> verye enemies to be in league w<sup>th</sup> us. . . . my good wife, trust in the Lorde, whome thou hast found faithfull. He will be better to thee than any husband : and will restore thee to thy husband w<sup>th</sup> advantage. But I must ende, w<sup>th</sup> all o<sup>r</sup> salut. w<sup>th</sup> w<sup>ch</sup> I have laden this bearer, that he may be the more

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kindly wellcome. So I kisse my sweet wife and  
blesse thee and all o<sup>rs</sup> and rest

Thyne ever

Jo: WINTHROP.

FEB. 14.

Thou must be my Valentine for none hath  
challenged me.

An example of the elegance of form and  
felicity of expression of the seventeenth cen-  
tury. A letter of EDMUND WALLER's to  
LADY LUCY SIDNEY, written on the marriage  
of her sister, Lady Dorothy Sidney, whom  
Waller had courted for ten years.

(1639.)

MADAM,— In this common joy at Pen-  
hurst, I know none to whom complaints may  
come less unreasonably than to your ladyship ;  
and therefore you ought to pardon, if you  
consent not, to the imprecations of the deserted,  
which just Heaven, no doubt will hear. May  
my Lady Dorothy, if we may yet call her so,  
suffer as much and have a like passion for this  
young lord, whom she has preferred to the  
rest of mankind, as others have had for her.

May her first born be none of her sex, nor

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so like her, but that he may resemble her lord as much as herself.

May she, that always affected silence and retirement, have the house filled with the noise and number of her children, and hereafter of her grandchildren ; and then may she arrive at that great curse, so much declined by fair ladies, old age. May she live to be very old, yet seem young. Be told so by her glass, yet have no aches to inform her of the truth. And when she shall appear to be mortal, may her lord not mourn for her, but go hand-in-hand with her to that place where we are told there is neither marrying, nor giving in marriage ; so that being there divorced we may all have an equal interest in her again ! My revenge being immortal, I wish all this may befall her posterity to the world's end, and afterwards ! To you, Madam, I wish all good things, and that this your loss, may in good time be happily supplied.

Madam, I humbly kiss your hands and beg pardon for this trouble, from

Your ladyship's

Most humble Servant

E. WALLER.

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On the death of John Evelyn's two children, JEREMY TAYLOR, with whom we associate stern admonition, wrote so graceful a letter of condolence that it serves as an example of the epistolary form of the period.

(1657.)

DEAR SIR,— If the dividing and sharing of grief were like the cutting of rivers, I dare say to you, you would find your stream much abated; for I account myself to have a real cause of sorrow, not only in the diminution of the number of your joys and hopes, but in the loss of that pretty person, your strangely hopeful boy. I cannot tell all my sorrow without adding to yours. And the causes of my real sadness at your loss are so just and so reasonable that I cannot otherwise comfort you, but by telling you that you have very great cause to mourn. So certain is it that grief does not propagate as fire does. You have enkindled my funeral torch and by joining mine to yours, I do but increase the flame. “Hoc me male urit,” is the best signification of my apprehension of your sad story. But sir, I cannot choose, I must hold another and a brighter flame to you, it is already burning in your heart, and you have

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enough within you to warm yourself, and to shine to others. Remember sir, your two boys are two bright stars, and their innocence is secured, and you shall never hear evil of them. Their state is safe and Heaven is given to them upon very easy terms. Nothing but to be born and die.

. . . . .

Sir, I shall pray for all that you can want that is ; some degree of comfort and a present mind ; and shall always do for honour, and fain also would do for service, if it were in my power, as it is in the affections and desires of.

Dear sir,

Your most affectionate and obliged friend &  
servant.

JER. TAYLOR.

O a very different order is this easy, graceful letter of thanks written by ADDISON to CHAMBERLAIN DASHWOOD.

(1702.)

DEAR SIR,— About three days ago Mr. Bocher put a very pretty snuff-box in my hand. I was not a little pleased to hear that it belonged to myself ; and was much more so,

## *The Etiquette of Correspondence*

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when I found it was a present from a gentleman that I have so great an honour for. You did not probably foresee that it would draw on you the trouble of a letter, but you must blame yourself for it. For my part I can no more accept a snuff-box without returning my acknowledgments, than I can take snuff without sneezing after it. This last I must own to you is so great an absurdity that I should be ashamed to confess it, were I not in hope of correcting it very speedily. I am observed to have my box oftener in my hand than those that have been used to one these twenty years, for I can't forbear taking it out of my pocket whenever I think of Mr. Dashwood. You know Mr. Bays recommends snuff as a great provocative to wit, but you may produce this letter as a standing evidence against him. I have, since the begining of it, taken above a dozen pinches, and still find myself much more inclined to sneeze than to jest. From whence I conclude that Wit and Tobacco are not inseparable. But whatever you may think me, pray Sir do me the justice to esteem me

Your most obliged and humble servant.

Jos. ADDISON.

A letter

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A letter of HENRY FIELDING, the author of “Tom Jones,” to the Hon. GEORGE LYTTLETON, congratulating that gentleman on his marriage.

(1749.)

SIR,—Permit me to bring up the rear of your friends in paying my compliments of congratulations on your late happy nuptials. There may, perhaps, be seasons when the rear, may be as honorable a post in friendship, as in war; and if so, such certainly must be every time of felicity and joy. Your present situation must be full of bliss, and so will be, I am confident, your future life from the same fountain. . . . I beg you will do me the honour of making my compliments to your unknown lady, and believe me to be with the highest esteem, respect, and gratitude,

Sir, your most obliged  
most obedient, humble servant,

HENRY FIELDING.

The first letter of WALPOLE’s, addressed to the Misses BERRY. The letters of Horace Walpole have long been enjoyed for the

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glimpses they give of society in the latter half of the eighteenth century.

(1789.)

I am sorry in the sense of that word, before it meant, like a Hebrew word, glad or sorry ; that I am engaged this evening : and I am at your command on Tuesday, as it is always my inclination to be. It is a misfortune that words are become so much the current coin of society, that like King William's shillings—they have no impressions left : they are so smooth that they mark no more to whom they first belonged, than to whom they do belong, and are not worth even the twelve pence into which they may be changed ; but if they mean too little, they may seem to mean too much ; especially when an old man — who is often synonymous for a miser— parts with them. I am afraid of protesting how much I delight in your society, lest I should seem to affect being gallant ; but if two negatives make an affirmative, why may not two ridicules compose one piece of sense ; and therefore as I am in love with you both, I trust it is a proof of the good sense of

Your devoted

ORFORD.

A pathetic

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A pathetic letter of ROBERT BURNS to the EARL OF GLENCAIRN asking for the position that afterwards proved his ruin.

(1787.)

MY LORD,—I know your lordship will disapprove of my ideas in a request I am going to make to you: but I have weighed long and seriously, my situation, my hopes, and turn of mind, and am fully fixed to my scheme, if I can possibly effectuate it. I wish to get into the Excise. I am told that your lordship's interest will easily procure me the grant from the Commissioners; and your lordship's patronage and goodness which have already rescued me from obscurity, wretchedness, and exile, emboldens me to ask that interest. You have likewise put it into my power to save the little tie of home, that sheltered an aged mother, two brothers and three sisters, from destruction. There my lord, you have bound me over to the highest gratitude. . . . Your lordship's patronage is the strength of my hopes; nor have I yet applied to anybody else. Indeed my heart sinks within me at the idea of applying to any other of the great who have honoured me with their countenance. I am ill-qualified to dog

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# B I B L I O G R A P H Y

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“THE PASTON LETTERS.”

KNIGHT’S “HALF HOURS WITH BEST LETTER WRITERS.”

“DANTE’S ELEVEN LETTERS,” translated by LATHAM.

SCOONE’S “FOUR CENTURIES OF ENGLISH LETTERS.”

“CICERO’S LETTERS.”

“PLINY’S LETTERS.”

“SOME OLD PURITAN LOVE LETTERS.”



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# Chapter Three

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*The secret of elegance lies in adaptation.* — WENDELL.

*Custom reconciles us to everything.* — BURKE.

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N a charming article on Correspondence, written for the "Woman's Book," a well-known writer on social matters says: "It is rare to find an American woman's letter lacking in ease, liveliness, and graceful expression, but in form there is often much left to be desired."

It is this very ignorance of form that creates a demand for just such an article as the one alluded to in the "Woman's Book."

Nor is it wholly the fault of the American woman. Reams of paper are used in schools and colleges upon the "daily theme;" upon construction and rhetorical form; but the every-day note, the familiar letter, receives little attention. The clever young graduate who has discussed on paper all the phases of social economics, finds herself in a quandary as to the questions of social etiquette in her acknowl-

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edgments of congratulatory notes and favors. Too often the fancy is left to follow the vagaries of some fleeting fashion of odd shapes and color in her writing paper, of peculiar shades of ink, and of eccentricities in handwriting. Good breeding and refinement are rarely expressed in extremes of any kind, especially in that representative of one's self a note or letter.

The greater part of the correspondence of to-day is written on note paper of the Scotch granite variety, though a deep blue finds ready favor. Shades of pale lavender, green, blue, buff, and pearl gray are to be found on the writing tables of many leaders in society. There is nothing, however, in better taste nor of more enduring fashion than the pure white or delicate tints of ivory and cream.

It would be impossible as well as useless to name all the varieties of fine writing paper, such as parchment, vellum, bond, woven linen, etc., with smooth or rough surface, or that happy compromise between the two, the kid-finish ; but only the best quality of paper should be used in social correspondence. Ruled paper should never be used except for certain business forms. In writing paper, the sizes most in

## *The Etiquette of Correspondence*

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demand are the octavo and the billet,— the former for personal and business use; the latter for the thousand and one little notes that meet the obligations of society. The sheet, in shape, may be square, or  $7 \times 4\frac{1}{2}$  inches for the octavo,  $6\frac{1}{2} \times 4$  inches for the billet. For club use  $5\frac{1}{2} \times 7\frac{1}{16}$  inches is the correct form.

Envelopes should correspond in size and shape with the paper, and they should be large enough to hold the sheet folded once, from the bottom towards the top, the crease coming in the middle of the page. There is in fine linen and bond papers, in blue, white, and gray, a size called commercial, used for foreign, family, and business letters. For this size the envelope is long and narrow, requiring the sheet to be folded twice.

In foreign countries, especially in England, the black-edge on mourning paper varies in width according to the degree of relationship to the deceased. For a father, a mother, a wife, or husband, a very wide margin on paper and envelope is required. In this country there is no regulation. Width of border is left to the taste of the mourner. Though a narrow line

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seems to have the preference. Any conspicuous or ostentatious parade of grief is in questionable taste. Colored ink, even the once fashionable violet hue, is out of favor. Black, and black only, of a quality that will not fade, is preferred for private and public use. The number and variety of gold, brass, and steel pens, from the finest point to the coarsest stub, ought to meet the needs of every writer, and to leave little excuse for illegible and slovenly penmanship.

How grateful we of the twentieth century should be that common sense and the laws of hygiene have made clear, legible handwriting a necessity. The fine sloping Italian hand, associated with the Jane Austen type of girl, and the pointed English, with its indecipherable letters so tantalizing to the eyes, have been replaced by the small but perfectly legible "literary hand," and the clear upright stroke of the vertical form. In no one thing is character more faithfully reflected than in the chirography. Flourishes in handwriting smack of the shop, the office, and the desk, and belong more to commercial than to social correspondence.

Very sincerely yours  
Mary Brown

Mary Brown  
Mother  
23 Spring St.

Very faithfully yours  
Sarah Tracy

Miss Annette Kent  
Beacon Street  
Boston  
Massachusetts

Sincerely yours,  
Mary Scott Brown

Yours very sincerely  
Mary Brown Phillips

Miss Florence Burnham,  
Boston,  
Massachusetts.

Yours longingly  
Beatrice Livingston



## *The Etiquette of Correspondence*

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Though the well-furnished writing table or desk has its wax taper in attractive designs, and its piece of white, red, or colored sealing-wax in a silver or gilt holder, yet few letters of this year of grace 1900 bear the imprint of the writer's seal. Like many another delicate accompaniment of elegant leisure, it has been relegated to the days of our grandmothers, who cherished the custom of sealing every missive with variously tinted wax, and practised the art with a daintiness and nicety of touch that gave a finish and elegance to the most simple epistle. Truly the breaking of a seal in those days was a matter of hesitation.

To the new woman, with her time-absorbing engagements and practical views, wax has only an association with legal documents, diplomas, and express packages.

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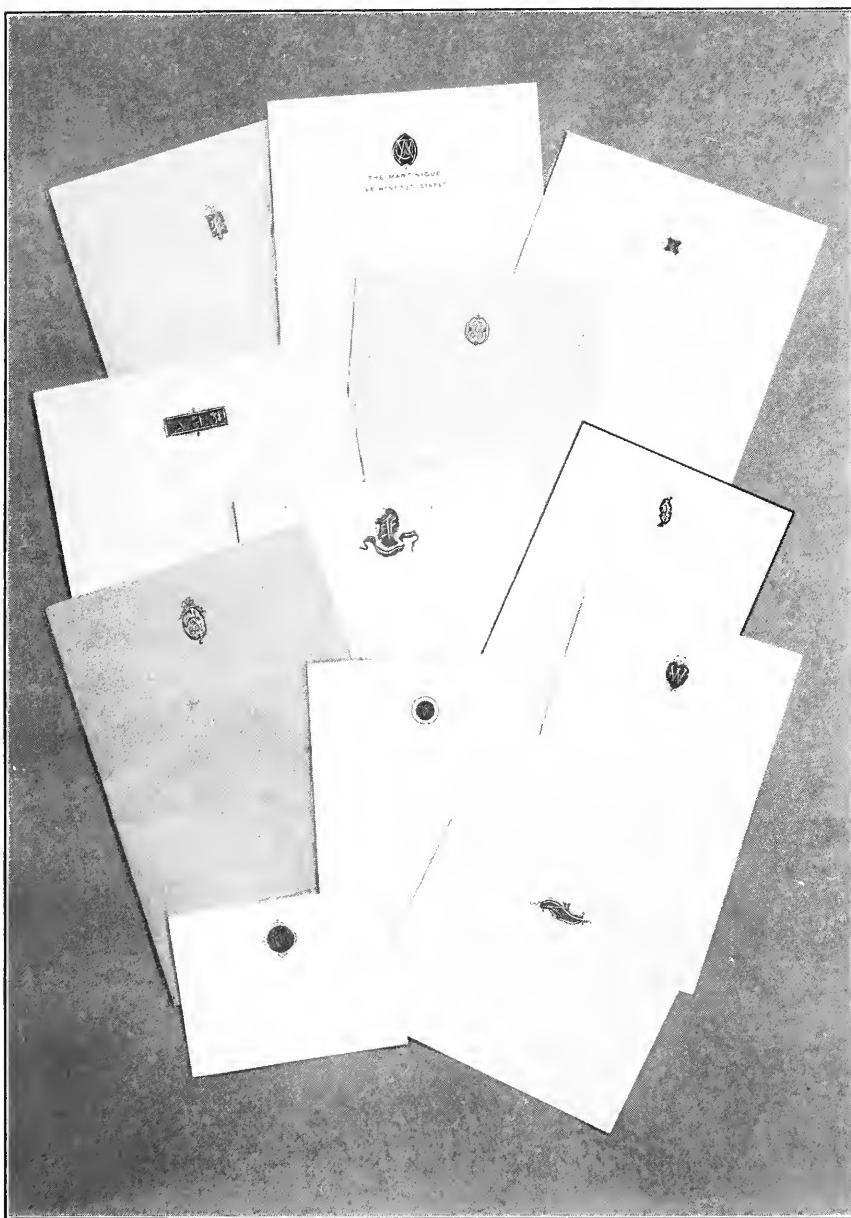
# Chapter Four

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*But thou shalt wear it as a herald's coat  
To emblazon the honours that thy master got.* — SHAKESPEARE.



ITH the organization of the two societies, the Daughters of the Revolution and the Colonial Dames, has come a renewed interest in genealogy and heraldry. The open sesame to either one of these two societies being an unbroken line of colonial descent, a desire is created in many unassuming Americans to look up their lineage and to establish a right to the use of a coat of arms, a crest, or a motto. Nor can it be said that the desire for such a possession always arises from the love of mere vulgar display. A name and lineage representative of high standards and noble deeds is not to be despised. Even the most democratic in principle and theory prize such an inheritance. Had an honored name a greater value in this Republic of ours, men would preserve its integrity with jealous care, and would bequeath to their posterity a greater





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treasure than a limitless bank account. The distinctive feature of personality and individuality in a name ought to appeal to a high sense of responsibility.

In so cosmopolitan a country as the United States, where the real native is left to semi-barbarism, the American of to-day finds that the root of his family tree was nourished on foreign soil ; a soil that may be washed by the Atlantic, the Pacific, or the Indian Ocean, or that may border the Mediterranean, North, Black, and Caspian Seas ; a soil that may have been held and defended by the owner of a name emblazoned on shield, helmet, and surcoat ; a name inherited by generations of descendants, some of whom found life and liberty in a new land. Nor did they forget, even in the days of colonial simplicity and under new conditions, the proud possession intrusted to them. For the early colonists carefully preserved their family claims and distinctions, recording them even on tombstones, where we frequently find heraldic devices and mottoes inscribed,—in Salem, Massachusetts; in Copp's Hill Cemetery; in King's Chapel, Boston ; and in many other New England towns, — while in Portsmouth,

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as well as in Virginia and North Carolina, there are, carved over the doors and mantelpieces of some of the old manor houses, strange designs and individual mottoes. Quaint silver spoons and forks, still treasured by many who have long called America home, bear witness to a kinship with the knights of old. Since then, the crest and coat of arms have come into more general favor ; the most artistic and practical use of heraldry, in this democratic country, is in the bookplate, the engraved seal, and on fine stationery. A few words as to the proper application of the symbols and devices will not be out of place in this little book on present use in letter form.

In feudal days, when Germany, France, and England bristled with fortress castles, when knights and their retainers practised the arts of war, heraldry had its origin. On the field of battle, in the gay tournament, each knight, encased in glittering steel, felt the necessity for some feature of distinction for himself and his followers. Originally, arms, like surnames, were a matter of choice ; occupations, characteristic qualities, and valiant deeds determining

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the especial title. Owing to the absence of any particular form for the registry of these titles, confusion often resulted, and more than one knight bore the same insignia. In the reign of Henry III. a roll of arms, borne by barons and knights, was formed, and the right was granted and made hereditary to the nobleman who had longest borne the title. In the reign of Edward I., 1274, the compulsory use of arms and seals by the king's coroners was ordained. Afterwards in a statute, every free-man was ordered, under the penalty of a fine, to have his proper coat of arms. Under the fostering care of Edward III. knighthood blossomed into the splendor of the "Order of the Round Table," and reached its finest flower in the reign of Henry V., 1413. He prohibited, under heavy penalty, the use of any arms to which the bearer was unable to prove a proper claim.

Before coats of arms were hereditary possessions, a knight of noble birth bore his shield plain, until, by some famous deed of daring, he had won for himself the right to bear a device.

Maritime discovery, commercial enterprise, and the introduction of gunpowder brought a

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decline in chivalry. To the steel-clad baron and his retainers there was left, in lieu of a more tangible estate, a recorded title and an emblazoned shield.

In heraldry the origin of the name "arms" is naturally to be traced to the shield and the symbols displayed upon it. These served to distinguish the knight in the lists and on the field of battle. The term "coat of arms" is derived from the fact that the same symbol upon the shield was also embroidered upon the surcoat,—a garment worn over the armor. Even when the insignia was displayed elsewhere, on castle or banner, the same term was used.

For individual and corporate distinction, in public and private life, coats of arms were a necessity. A kingdom, a province, a country, or a state, claimed the same right with a king and a baron. "An achievement of arms," in the language of heraldry, is made up of separate parts, each of which has an especial significance and derivation,—a shield and all that is depicted upon it; the appendages of the shield,—helmet, crest, wreath, motto, mantel, and supporters.

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The *escutcheon*, or shield, is the surface upon which armorial bearings are emblazoned, the form varying with the degree and condition of the owner.

To *charge a shield* is to place any figure upon it. In the royal arms of England, the shield is charged with three lions. In the United States,—used as a seal,—the shield is charged with symbols representing the thirteen original States.

To *impale arms* is to join a wife's coat of arms with that of her husband's, a perpendicular line dividing the two. Impalement was also used by dignitaries of the Church, who impaled the arms of the diocese with their own.

The *quartering of arms* is the dividing of the surface of the shield into four parts when the arms of the parents are carried by the children, who, in lieu of bearing them, impale them quartered. The quarter, as its name implies, occupies one fourth of the shield. All the issue of a marriage with an heiress are entitled to bear both the paternal and maternal coats quartered, together with all the quarterings to which their mother herself may have been entitled. Thus an escutcheon may be charged with the bear-

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ings of an unlimited number of families. When Edward III. laid claim to the French throne, he charged his shield with the bearings of France.

To *emblazon* a shield is to put upon it various symbols and devices. The word comes from the German word *blasen* (to blow), in allusion to the trumpet announcement of the herald at tournaments when the name and lineage of the contending knights were proclaimed.

*Hatchments* were lozenge-shaped frames charged with a coat of arms, and usually affixed to the front of a house on the death of one of its principal inmates; certain rules were observed to indicate whether the deceased was single, married, a widow, or a widower.

The *helmet*, in an achievement of arms, is placed directly over the shield. It varies in form and design according to the period, and the rank of the wearer.

The *crest*, originally, represented only an ornament on the helmet, to distinguish military leaders when engaged in battle. The right of bearing a crest was considered even more honorable than that of coat-armory. A

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noble could succeed by birth to the right of a coat of arms, but only a knight in actual service could wear a crest. It belonged essentially to the *person* of a military commander, in this respect differing from the Badge, which all his retainers wore. A lady is, therefore, not entitled to a crest, nor can she confer upon another that to which she has no right. Crests are always represented on a wreath surmounting the shield.

The *wreath* displays the knight's colors; it encircles the helmet and supports the crest. It was originally formed of two pieces of silk twisted together by the fair hand of the knight's chosen lady.

The *motto*, placed usually on a ribbon or scroll underneath the shield, and occasionally above the crest, was the war-cry of the knight; its use was forbidden to those below a certain degree. Later it embodied some principle or sentiment of religious, warlike, or patriotic import. Unlike the other appendages, it may be changed or relinquished, or the same motto may be used by different persons. Like the crest, however, its use in England is denied to women.

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The *supporters* are the figures each side of the shield,—beasts or birds, or imaginary creatures. In the arms of Great Britain, the lion and the unicorn are supporters to the shield. Supporters are granted solely by the crown, and are a peculiar mark of royal favor for eminent service rendered; thus, in 1867, her majesty Queen Victoria granted supporters to Benjamin Guinness, Esq., in recognition of his munificence in restoring the cathedral of St. Patrick in Dublin.

The *mantel*, or *manteau*, in the days of chivalry, hung down from the helmet to protect its wearer in heat and storm; the ragged, irregular edges signify cuts received in battle. It now serves merely as an ornament to the shield.

From these brief explanations of the rise and meaning of heraldic devices, the fact asserts itself that a coat of arms is a reflection of the glory of the past, not an achievement of the present. The absurdity of creating or designing a crest, as one would a monogram, hardly needs comment. If one's pedigree can be traced back to the first half of the eighteenth century, there is good reason to believe the

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College of Heraldry, an institution of authority, can establish the right to a veritable crest, motto, and coat of arms. The laws governing heraldry should be carefully observed by those adopting its use, that all anachronisms and blunders may be avoided. One has only to look at the official seal of some of the States in the Union to realize the ridiculous form and meaningless jumble a coat of arms may assume.

It is well to remember these simple rules in heraldry :—

A husband may impale his wife's arms with his own.

A wife may bear her husband's arms without the crest or the motto.

Sons may bear their parents' arms.

Daughters bear the same on a lozenge-shaped shield, a knot of ribbon taking the place of the crest, and the motto omitted.

A widow may use her husband's and her own arms on a lozenge-shaped shield, encircled with a silver cord.

In the use of monograms, placed either in the middle of the page at the top, or in the

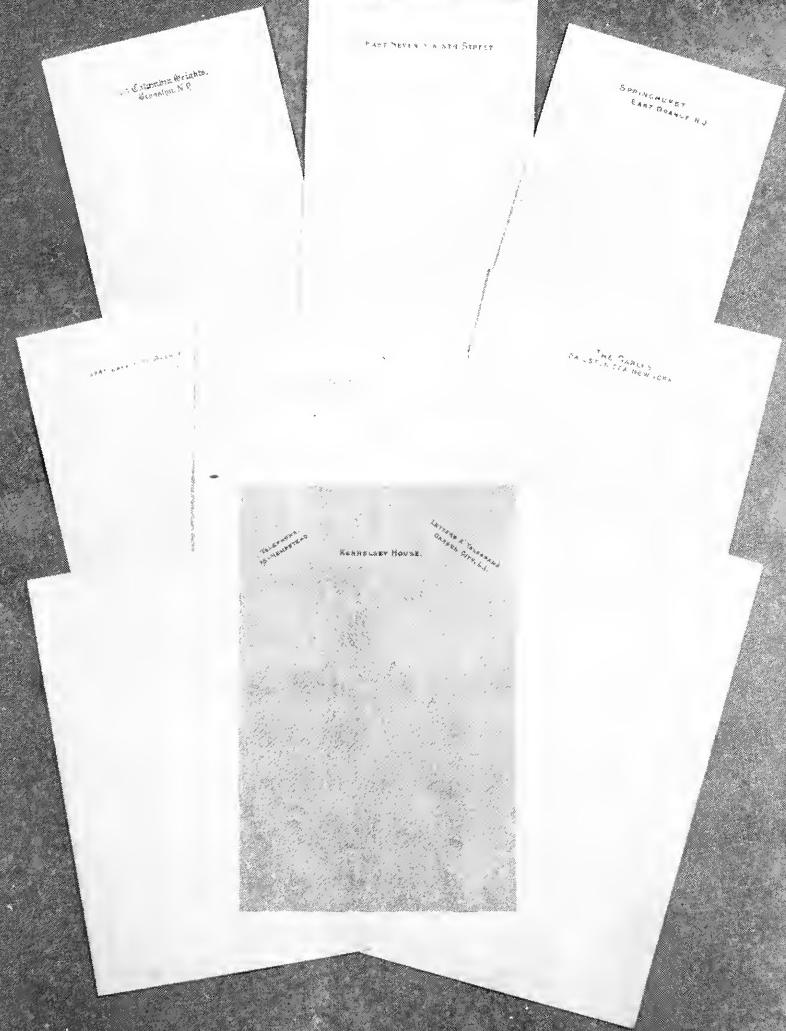
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corner at the left, one should be governed by good taste. The design of a pure monogram — one word, one drawing, — must have the letters so interwoven as to give the appearance of a whole, not of separate parts. As a rule, the leading letter should be the strongest, the most prominent. Colors, if not conspicuous or glaring, often lend a beauty to the design. It is not considered thoroughly good form to have the monogram on the envelope, though many fashionable stationers recommend it.

A very pretty and artistic form much in vogue, is a shield with the initials in lieu of heraldic devices, and above or below the initials a gracefully disposed ribbon, on which, instead of a motto, the address is embossed. Unique designs of initials, and even the autograph of the Christian name, are used on fashionable note paper. Engraved addresses in colors, in gold, silver, and bronze, are almost a necessity in all social correspondence.

The right place for the address is in the middle of the page, not more than an inch below the top. There is a choice in regard to placing the address on the envelope, — either on the flap, or in one corner; this fashion, how-





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ever, has not the sanction of good form, except for business use.

For the country house or club, there is often, in addition to the engraved name and initials, the address of the nearest post-office, express office, and telephone station. It is also the custom to have the writing paper for private yachts and luxurious camps stamped with a design indicative of the quarters occupied, or a pretty motto with the name of the boat or camping ground.

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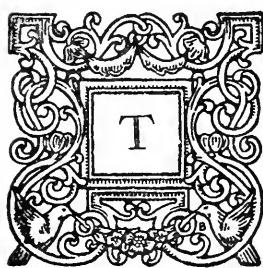
## Chapter Five

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*Say not “a small event.” Why “small?”*

*Costs it more pain than this ye call? —BROWNING.*

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THE duties of the postmasters throughout the Union — I might add throughout Europe — would be materially lessened were the superscription of a letter, a postal-card, and a package a matter of more care and deliberation. Printed forms have been widely distributed by the Post-office Department, requesting the senders of all mailable matter to write legibly and clearly the entire address, with as few abbreviations as possible, — the name of the State, the county, the town. Instructions as to the proper form of abbreviations for each State have been given, not only to business houses, but also to institutions and schools.

The duplication of names of towns and villages within the limits sometimes of one State causes endless confusion, and makes necessary the addition of the name of the county to that

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of the State. Numberless letters lie unidentified in various post-offices, to be collected at last and sent to the Dead Letter Office, because this simple precaution was neglected. The care taken by the Post-office Department to preserve the contents of a letter inviolate, the countless expedients resorted to before breaking a seal, call attention to the carelessness of writers and give to every one a sense of trust and security in the honor of Uncle Sam's officials.

A visit to the Dead Letter Office would be an astonishing revelation of the many thoughtless, irresponsible letter writers. The Government employs experts whose sole duty it is to decipher, by sound, by associations, and common sense, the strange directions on letters and parcels. An especial "Delivery Directory" has been carefully prepared for this department. It contains nearly eight hundred pages of valuable information, systematically arranged, concerning the names and extent of numbering of all the avenues, streets, and alleys in four hundred and seventy-four towns where there is a free delivery of the mails. Every postmaster of a "free delivery" office is supplied with a copy of this book, which he uses in correcting

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the addresses on letters and parcels that may reach his office by mistake. How often we see on misdirected letters the word "Missent" stamped, or the sentence "Try number —," or the letters "Nf," meaning "Not found," yet do not realize all the efforts made to send the letter to its proper destination.

A lady who has spent two years travelling in Europe holds among her treasures an envelope completely covered with addresses, the original one of which was incorrect. The missive had been re-directed and sent from place to place, until, at the end of six months and a long round-about journey, it reached her with seal unbroken. What an amount of time and human energy would have been spared had the writer of the epistle been as painstaking as the postal officials. It is not alone the letters of the illiterate and ignorant that go astray; illegibility in the most graceful of handwritings, and the neglect of details, send thousands of letters to the oblivion of the Dead Letter Office. Leaving 't's uncrossed, writing 'A's like 'O's, 'Cal.' like 'Col.', 'Pa.' like 'La.' and 'Va.', 'N. Y.' like 'N. J.', and many seemingly unimportant distinctions, cause delay if not actual loss.

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To insure the return of mailed matter, in case of doubt as to the correctness of the superscription, the sender's own address should be written or printed in the upper left-hand corner of the envelope, or on the reverse side, on the flap, the words, "If not found please return, etc." This rule ought to be rigidly followed if the package or letter contains anything of value.

Generally the superscription is divided into three parts,—name, title, and place. The United States postal law, however, requires four parts,—name, county, post-office, and State. A person should always be addressed in writing as he himself writes his name and title. To divide it, or spell it in a peculiar manner, is surely not only his privilege but his right. A witty lady once replied to her old French master, who was reiterating the fact of the simplicity of French spelling: "Yes, I know, Monsieur, but God alone knows how to spell your proper nouns." It would seem sometimes as if finite intuition failed to meet all the idiosyncrasies of surnames and titles. The safe rule is, *to write both according to the owner's model.*

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All addresses and directions on an envelope or a package should be as neat and as distinct as possible. The outside of the envelope first attracts the eye of the receiver of a letter, and, in a way, introduces the writer. It should therefore make a pleasing impression. Be careful to avoid all flourishes, all conceits of fancy,—if they must be, leave them for a private view. Do not write messages on the envelope. “In haste,” “Deliver immediately,” and all unnecessary comments, are not in good taste. The old form of “Addressed,” “Present,” “En ville,” are seldom if ever used. The words “To” and “For” are only used before a title that takes the article “The.” *To* The Rev<sup>d</sup> Andrew Brown, etc. The sign %, for “in care of,” the symbol # for the word “number,” have long been out of use even on business letters. The name and designation of office should be in the centre of the envelope; or if the address be a long one, just above the centre. On a square envelope, it is good form to place the rest of the address in such a relation to the name that a wide margin is left on each side, the superscription forming almost the shape of a pyramid reversed; thus:—

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*Miss Mary Honeycomb  
25 Euclid Avenue  
Cleveland  
Ohio*

On the long and narrow envelopes the superscription should be written so that each line projects a little beyond the one above it. But the projection must be on the right-hand side of the envelope, thus : —

*Miss Mary Honeycomb  
25 Euclid Avenue  
Cleveland  
Ohio*

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*Edward L. Jones, Esq.*

*Cooperstown*

*Otsego Co.*

*New York*

There is a wide difference of opinion as to the punctuation of a superscription. The writers of the old school maintain that a comma should end every line but the last, as it indicates the omission of a word. Rhetorically speaking, they are perfectly correct. The writers of the new school insist that, as punctuation is merely the separation of sentences and parts of sentences for clearness, the division into lines, in an address, answers the purpose of punctuation and renders the comma superfluous. The generality of writers seem to follow the later practice, and with the exception of abbreviations, omit all punctuation on the envelope.

Letters addressed to the great metropolis of the United States do not need the county

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added. New York, N. Y., or New York City, is sufficient. When the post-office address is a city where there are letter-carriers, it is necessary to give the number and the street, and sometimes the name of the apartment house or hotel. The abbreviation "No." before figures is no longer considered necessary.

It often facilitates the rapid delivery of business letters to add to the rest of the address the number of the office room, should it be in one of the huge business buildings that loom skyward in the great cities. If a name be a designation in itself, like "Lincoln Place," "Montague Terrace," "Park Row," or "Broadway," the abbreviation "St." is redundant. The word "Town" on social notes has no especial significance, and is an affectation without the authority of good form. In a large city the distinction made between the superscription of social and business notes is the omission of the word city, or the name of the city itself. On notes of invitation, acceptance, regret, or announcements of days "At Home," the address should be simply the name, and the number and name of the street.

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*Mrs. William White  
8 Washington Square North*

*Miss Blank  
3 East Fifty-Seventh Street*

## *The Etiquette of Correspondence*

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A business letter, and a business letter only, should have the word "City" without the name before it.

*Mr. John Jones  
22 Courtlandt Street  
City*

In foreign countries, notably Germany, there is sometimes a form of superscription in which the name of the city or town precedes the number and street. The custom, however, is not usual.

On packages sent by mail the direction and address should be most explicit. The very fact that all parcels are rated second and third class matter renders them of less importance in the eyes of the postal-clerks. It is an ex-

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cellent custom, recommended by the Postmaster General, to have the sender's name and address written in one corner. This insures the return of the parcel should it fail to reach the person to whom it is addressed.

In preparing packages for the mail, be careful to have them securely *tied*. Extra postage is demanded if the parcel is *sealed*. A neat, well-shaped package, with the stamps right-side up in the right-hand corner, is as much an indication of character as a carefully addressed letter. A slovenly, awkwardly prepared parcel makes an impression uncomplimentary to the sender.

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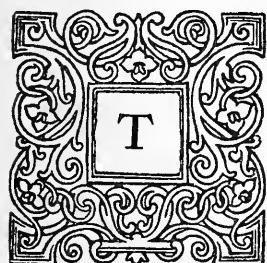
# Chapter Six

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*Good-by, my paper's out so nearly,  
I've only room for — Yours sincerely.*

— *The Fudge Family* — MOORE.

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HE style of the formal invitation to a luncheon, dinner, wedding, or evening entertainment is settled by the art stationer, as it is an established custom to have such invitations engraved. Many persons use an engraved form, in which are left blanks for the guest's name and the hour and nature of the entertainment.

This form is, however, more often used for informal affairs than for strictly formal ones. If the entertainment be given in honor of some distinguished person or favored friend, before his name the words "To meet" should be written. When there is more than one guest of distinction the names should be placed one above another, seniority of title and years taking precedence. A very formal invitation of this kind should be entirely

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engraved. In such a case the words “To meet” should be at the top of the page, and the guest’s name immediately underneath.

To meet  
Mr. Anthony Hope Hawkins  
Mr. and Mrs. William Brown  
Request the pleasure of,  
etc.

If a ball, concert, or reception be given in a public hall or ball-room, the invitation should be entirely engraved,—a written form detracts from the dignity of the occasion. With this exception the “engraved blank card,” as the stationers term it, answers every purpose. The words “Cotillon,” “Music,” “Reading,” or whatever the entertainment, may be written in the lower left-hand corner.

Invitations issued by members of clubs and officers in the army and navy often have the phrase, “The honor of your company,” etc., “The honor of your presence,” etc., instead of “The pleasure of your company.” Out-of-town social functions generally have the engraved form on a note sheet, with careful

## *The Etiquette of Correspondence*

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instructions as to suburban trains, boats, and conveyances added on the third page, or upon a separate card.

The use of the initials "R. s. v. p." for the French sentence "*Répondez s'il vous plaît*," has been, in many instances, replaced by the sensible English form, "The favor of an answer is requested." The good taste of using either mode on invitations, except where club or house room is limited, is a matter of question. Even a gentle reminder of one's social obligations seems unnecessary, as common courtesy calls for the recognition of proffered hospitality.

There is hardly any limit to the informal invitation, other than that of graceful diction and easy colloquial style. It should have a distinct individuality, suggesting to the reader the personality of the writer.

To write a simple, straightforward note, happy in choice of words and expressions of sentiment, is a gift, though a certain ease and form may be gained from careful observation and constant practice. The days of useless compliment and flowery rhetoric are happily passed. Sincerity and kindly feeling give a

## *The Etiquette of Correspondence*

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charm to any note or letter. It is interesting in this connection to read a letter written in the seventeenth century, when euphemism pervaded literary and epistolary form, and the ability “to paint the lily and gild refinèd gold” was a necessary accomplishment.

From JAMES HOWELL to the Right Honorable Lady E. D.

MADAM,— There is a French saying that courtesies and favours are like flowers, which are sweet only while they are fresh, and afterwards they quickly fade and wither. I can not deny that your favours to me might be compared to some kind of flower,— and they would make a thick posie,— but they should be the flower called “Life Everlasting,” or that pretty vermillion flower which grows at the foot of Mount Ætna in Sicily, which never loses any of its first colour and scent. . . . Nor were it any danger to compare courtesies done to me to other flowers as I use them, for I distil them in the limbec of my memory and so turn them to essences.

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But, Madam, I honour you not so much for favours, as for that precious brood of virtues which shine in you with that brightness . . . whereby your soul soars up so often towards heaven, in-so-much, Madam, that if it were safe to call any mortal saint, you should have that title from me ; and I would be one of your chiefest votaries ; how-so-ever I may without any superstition subscribe myself

Your truly devoted Servant,

J. H.

In this century the flattery is more direct and less metaphorical.

MY DEAR MRS. GREY,—

The Campbells and their cousins are coming to dine with us on Friday, the tenth, at seven-thirty. Will you and your sister lend the charm of your grace and wit to the attractions of the evening ? You will add pleasure not only to a congenial circle, but to

Yours most cordially,

Tuesday the Seventh.

EVELYN BROWN.

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Even

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Even more simple is this form :—

[ ENGRAVED ADDRESS.]

DEAR MISS GRAHAM,—

If you and your brother have no engagement for Tuesday evening, may we hope that you will give us the pleasure of dining with us quite informally at seven-thirty ?

Very sincerely yours,

Saturday, May the tenth.

MARIAN LAWRENCE.

Or --

[ ENGRAVED ADDRESS.]

DEAR ELSIE,—

May we count on you for Thursday evening at eight-thirty ? Felix will play for us, and that is always such a treat. Do come.

Affectionately yours,

[Date.]

MARIE

# *The Etiquette of Correspondence*

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[ENGRAVED ADDRESS.]

MY DEAR MRS. TAYLOR, —

We are asking a few friends for whist on Monday at half after eight, and hope you and Mr. Taylor will join us.

Always cordially yours,

Friday the fifth.

FRANCES LOVERING.

The questions that often arise in regard to informal notes are, the place of the date, the form of salutation, and the complimentary close. In long familiar letters, where all available space is required, the date may be at the top of the page a little to the right of the address — when engraved — or the monogram. In business letters it should always be at the top, directly under, or at one side of the address. Abbreviations are commonly used and Arabic figures, — Sept. 30, 1900. In some forms, 30th Sept., 1900. The argument in favor of the latter arrangement is, that the order is in logical sequence.

In the social note the date should be at the end of the contents of the epistle, and after the signature. It should be written in the

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lower left-hand corner,—“September tenth,” or “September the tenth.” No date of the year is necessary, unless the writer has reason to believe his letters and notes will be published for the enjoyment of a larger circle of readers.

In all letters on business, the year should never be omitted. If the date be a long two-syllabled or compound word, it is better form to write it in figures. “January the twenty-seventh,” would be difficult to write on one line. “January 27” would look less assertive, and the form is frequently used for convenience as well as for economy of space. On a very brief or informal note the name of the month is not written, only the day and the date,—“Tuesday the tenth.” A senseless and short-lived fad was the use of Roman notation,—February XXII.

Good form in any note or letter requires the pages to be written on in regular order,—the first, second, third, and last. The letter should open and read like the pages in a book. If there be subject-matter for two pages, only the first and the third should be used; not the first and the fourth, as some extremists declare. The absurd practice of beginning a letter on the

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fourth page, or of writing on the first, fourth, second, and third, cannot be too severely frowned upon. To send a friend wandering through the mazes of disconnected sentences and broken threads of thought is to impose upon good-nature.

We have always associated John Locke, the author of a treatise on the “Human Understanding,” with grave and abstruse matters. His amusing letter to Lady Calverley in 1703 is relevant to this subject.

“MADAM,—Whatever reason you have to look on me as one of the slow men of London, you have given me a reason for being so; for you cannot expect a quick answer to a letter which took me up a good deal of time to get to the beginning of it. I turned and turned it on every side; looked at it again and again, at the top of every page, but could not get into the sense and secret of it, until I applied myself to the middle. You, Madam, who are acquainted with the skill of the ancients, have not, I suppose, taken up with this hieroglyphical way of writing for nothing, and since you were going to put into your letter things that might be the reward of the

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highest merit, you would by this mystical intimation put me into the way of virtue to deserve them, etc." . . .

The graceful beginning of a letter is an earnest of the contents and complimentary close. The forms in present use, aside from those of affection and familiarity, are, Sir, Madam, Dear Sir, Dear Madam, My dear Sir, My dear Madam.

Varying opinions are given for the use of "Dear," and "My dear," and the degree of formality and intimacy implied. The English custom—a safe one to follow—gives "My dear" for formal, and "Dear" for the expression of informal social equality.

"Friend Will," "Kind Friend," "Esteemed Friend," are forms that were in favor the early part of the nineteenth century, but are never used at this time. "My dear Friend," may be used in writing to a person older than one's self, when the familiarity of a given name might seem lacking in respect.

The change from early form to present use is nowhere more observable than in the complimentary close. The precision of the old

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style, "Your obedient servant," "I have the honor to be," etc., and "I remain, honored Sir," find expression in diplomatic circles and in army and navy punctiliousness; while "Yours truly" has only the authority of the "Business College" and the "Classes for Business Training."

It is always good form to write the word "yours" last, just before the signature,—"Very truly yours," "Very cordially yours," "Very sincerely yours,"—unless some other sentiment is connected with the closing phrase,—"I am always, dear Gertrude, your truly affectionate," etc. To write "Very truly" or "Very sincerely" without the word "yours," bespeaks a lack of good-breeding if not ignorance of rhetorical form. "Respectfully yours" is not in good taste between persons of equal social standing. The ending of a letter should always be in keeping with the beginning. Formality of salutation requires formality of complimentary closing. To begin "My dear Madam," and end "Devotedly yours," hardly seems consistent.

Without realizing an awkward form of expression, many persons write at the close of a

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social note, “Trusting this may not find you engaged elsewhere, believe me, Very cordially yours”— or something to the same effect. Beginning the clause with a participle and ending it with the objective form of the pronoun leaves the sentence without a subject, a hardly admissible construction of English.<sup>1</sup>

In relation to the words “believe me,” it seems well to give the reason why in some notes the phrase begins with a capital and in others the capital is omitted. If the words “believe me” form part of the closing sentence, there should, of course, be no capital; if they begin the closing phrase or clause, then a capital should be used, — “With the hope I may soon see you, believe me, very sincerely yours.” “Believe me, my dear Madam, very sincerely yours,” etc.

A very pretty informal beginning of a letter is to introduce the name after a clause or two, — “You cannot imagine, my dear Gertrude, how happy your last letter made me,” etc.

Thackeray, in his conversational style, has a charm all his own in the beginning and ending

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<sup>1</sup> Professor Hill of Harvard University dubs this form, “the dangling participle.”

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of some of his letters,—“How long is it since I have written to you in my natural handwriting, my dear Mrs. B.”

“Yesterday’s was n’t a letter, you know Ma’am. I am so tired of penmanship,” etc.

It is in the ending of a letter that a writer shows ease. A graceful conclusion to even one page leaves, as it were, an appetite for more.

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## Chapter Seven

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*A sexless thing it was in its growth.  
It seemed to have developed no defect  
Of either sex; yet all the grace of both.* — SHELLEY.

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ITHIN the last decade there has been an increase in clubs of every kind,—social, intellectual, political, and professional. Enterprising townspeople, ambitious villagers, and the residents in large cities alike manifest a growing interest in organization for amusement or profit. It may be the coming together of a few congenial souls for mutual enjoyment, or the furthering of refining and christianizing influence in Church work; or, perhaps, the needed solution of a difficult social settlement problem,—whatever the immediate cause, the multiplying of clubs is an established fact.

The correspondence in such associations is a matter of moment, not alone for a secretary, but for the individual member. A knowledge of parliamentary rules is a necessity for all

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organization ; but a rule for the placing of a date or address, for the tactful and courteous note on delayed dues and pecuniary needs, must be evolved from the inner consciousness of the writer.

It is in these particulars that parliamentary knowledge fails to meet the question how to answer an invitation to take an active part in a club entertainment ; to serve on a committee ; to read an original paper ; or, in fact, to respond to any of the little social amenities of written form that are the “current coin,” as Walpole says, of association and fellowship.

The duties of a secretary vary according to the size of the organization. In a club of limited membership, one person may be able to compass all the requirements of the office. Where the membership is not only large, but also widely scattered, two officers are necessary, — the recording secretary, “ who records at the time of each meeting, and afterwards writes out in permanent form all that is done, but not all that is said, unless so instructed ; the corresponding secretary, who writes all letters and notices upon the various subjects connected with the club.”

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The Constitution and By-laws of every well-organized body clearly state the duties of each officer, summing up those of the secretary in such form as :—

“ It shall be the duty of the secretary —

“ *a.* To keep a record of all the proceedings of all meetings of the club, and all other matters of which a record shall be ordered by the club.

*b.* “ To notify all officers and committees of their election and appointment, to issue notices of meetings, and, in case of special meetings, to add a brief note of the object of the call.

*c.* “ To furnish to the treasurer the names of new members.”

Another form is :—

“ The secretary shall give notice of all meetings of the club and of the board of managers, and shall keep the minutes of such meetings ; shall conduct the correspondence, and keep the records of the club and of the board of managers, and with the treasurer shall sign all written contracts and obligations of the club under the direction of the board

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of managers; and shall perform other duties as the board of managers shall assign to the secretary."

These two forms give the required duties of a secretary in a college club. Sometimes the request is made that communications relative to club interests shall be sent to the college magazine or periodical.

The by-laws of a purely social club of conservative character sometimes state the duties of each secretary separately.

"The corresponding secretary shall conduct the correspondence of the club, give all official notices, and prepare all ballots and blanks for the use of the board and club."

"The recording secretary shall keep on file the full records of every meeting of the board and club, and report at the annual meeting."

These extracts, taken from the Constitution and By-laws of some well-known successful clubs, emphasize the fact that a versatile pen, a ready wit, and an amiable disposition are the unnamed qualifications for the office of secretary.

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In all organizations, except the most primitive, there are printed forms with blanks for names and dates, for all official notices. The secretary has merely to fill them out and send to members.

A few forms are given for suggestion in case a written notice is preferred:—

A regular meeting of the X. Y. Z. Club, of \_\_\_\_\_, will be held, as provided in By-law VI., at the club rooms, \_\_\_\_\_ Street, on Thursday, January 7, 1900, at two o'clock in the afternoon, when three members, to fill three vacancies, will be elected by ballot, as members of the board of managers. The order of business at the annual meeting will be:—

- I. Reading of the minutes.
- II. Report of the committee.
- III. Election of members of the board of managers.
- IV. General business.

MARY R. GRANT,

*Secretary.*

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[Name of club, or seal, or motto, embossed  
or stamped.]

A regular meeting of the board of managers will be held at the residence of Mrs. William Brown, 1122 K. Street, at eleven o'clock.

MARY R. GRANT,  
*Cor. Secretary.*

[Date.]

[Name of club, monogram, etc.]

There will be a meeting of the club on Saturday, the seventeenth of March, at three o'clock, at 25 Beacon Street.

[Name of sec.]

Mr. Thomas Bailey Aldrich will be the guest of the club for the afternoon.

[Club name.]

A regular meeting of the club will be held at the house of Mrs. ——, 185 Washington

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Avenue

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Avenue, on Wednesday, February 18 [or eighteenth], at 2.30 P. M.

Subject: "The Increase of the Dialect Story."

Essayist: Mrs. ——

To be followed by general discussion.

MARY R. GRANT,  
*Cor. Secretary.*

A more simple form for a very exclusive club is this: —

[Club monogram.]

Dinner for Founder's Day  
at six o'clock  
Tuesday, November twentieth.

Essayist: Mr. ——

Topic: "Shall we enlarge our Borders?"

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Example of printed form for collection of club dues, etc. : —

The X. Y. Z. Club.  
[engraved.]

Mrs. J. W. JONES.

To X. Y. Z. Club.

\$5.00 dues.

M. L. GRANT,  
*Secretary.*

Or, Mrs. L. G. GRANT,

*Treasurer.*

X. Y. Z. Club.

The annual dues, \$5.00, are now payable. Checks should be drawn to the order of "The X. Y. Z. Club."

Please remit to,

Miss L. G. GRANT [or Treas.],  
700 Madison Avenue.

For the written and partially printed form, these examples are given : —

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[Club name.]

MY DEAR MRS. JONES,—

I am instructed to inform you that you have been elected a member of the X. Y. Z. Club.

Please let me know at your earliest convenience whether you will accept or decline the membership.

Very sincerely yours,

MARY L. GRANT,

*Cor. Secretary.*

Mrs. M. L. GRANT,

2 Central Park, West.

On the reverse side of this partly printed form are these instructions :—

The X. Y. Z. Club request the attention of proposed members to Article V. of section II. of the Constitution of that body, which are as follows :—

Article II. Object of club.

Article V. Qualification of membership.

Application for membership is regarded as an agreement of compliance with the club requirements.

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In all formal matters, invitations to club functions and elections should be engraved or printed. The attractive form of script is always in good taste, as it is an imitation of handwriting. There is an elegance and beauty in the "shaded old English" now coming into use, while the Roman letters are still preferred by many for simplicity and clearness.

A club in the suburbs of a large city should have added to the invitation on the reverse side, or on a separate card, instructions as to the most convenient mode of conveyance to the club-house, by train, boat, or carriage.

A few examples of formal invitations are here given :—

The President and Members of  
The X. Y. Z. Club  
Request the pleasure of  
Miss Sara Brown's company  
at a Reception  
to be given at The Waldorf-Astoria  
on Thursday, February ninth,  
from eight to eleven.

The favor of an answer is requested.

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The Governors of the X. Y. Z. Club  
Request the pleasure of your company on  
Ladies' Day,  
April twenty-ninth, from 3 to 6.

— — — [Member's name.]

The X. Y. Z. Club  
Request the honor of your presence  
at a banquet given in honor of  
The Rev. Edward Everett Hale,  
Friday evening, May the ninth,  
at seven-thirty o'clock.

Compliments of — — —

The honor of your company is requested at  
The Country Club,  
Thursday evening, June nineteenth,  
at eight o'clock.

Hunt Ball.

— — — [Name of place.]

Compliments of — — —

A subscription affair has, added to the invitation form, a separate card, or engraved on invitation, the sentence, —

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A card admitting lady and gentleman will be forwarded on receipt of five dollars. Kindly reply before ——— [date].

[Treasurer's name and title.]

To meet  
The Bishop of Nova Scotia  
The Clerical Club  
Request the honor of  
——— company,  
——— [Place.]  
——— [Date.]  
——— [Time.]

Engraved form of club invitation for the use of individual members.

[Monogram of Club.]

By the request of MISS BROWN —

You are cordially invited to be present at a meeting of the X. Y. Z. Club, to be held at the residence of ———, on ———, at ———

——— President.

To MRS. WILLIAM JONES.

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For all informal matters connected with club life there is a wide latitude, individual opinion largely governing the form.

[Address.]

MY DEAR MRS. JONES,—

Will you kindly present to the club committee my excuses for absence from the meeting of the twenty-fifth? Preparations for a journey to Florida the next day caused me to lose another of our delightful reunions.

Very sincerely yours,

November the twenty-ninth. KATHARINE BROWN.

[Address.]

MRS. J. L. JONES.

Dear Madam,— (or)

MY DEAR MRS. JONES,—

I accept with pleasure the honor of becoming an active member of the X. Y. Z. Club. Please present to the club my appreciation of the distinction conferred upon me.

Very sincerely yours,

MRS. J. L. BROWN.

MARY L. BROWN.

November fifth.

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[Address.]

MY DEAR MRS. JONES, —

It will give me pleasure to become a member of the X. Y. Z. Club. Kindly present my thanks and acceptance to the club.

Very sincerely yours,

[Married name.]

[Date.]

[Address.]

MY DEAR MRS. JONES, —

While keenly appreciating the honor conferred upon me by an election to the membership of the X. Y. Z. Club, I am obliged to deny myself the pleasure of such a connection, as a contemplated trip to Europe and a two years' residence abroad preclude the possibility of meeting all the requirements of club attendance and rules.

Kindly convey to the president and members of the club my thanks for the expression of their good-will toward me, and my disappointment at not being able to accept the courtesies offered.

Very sincerely yours,

[Married name.]

KATHARINE BROWN.

[Date.]

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An answer to a request to take part in a club entertainment.

[Address.]

MY DEAR MRS. ———,

It will give me pleasure to serve the X. Y. Z. Club on the entertainment committee in any capacity the club may elect.

Believe me,

Very sincerely yours,

[Date.]

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An acceptance with the formality of the "third person" form of address:—

MRS. M. L. GRANT,

Cor. Secretary of the X. Y. Z. Club.

Mrs. J. L. Brown, appreciating the honor conferred upon her by her election to the X. Y. Z. Club, accepts with pleasure, and binds herself to all the duties of membership.

November tenth (or)

November 10, 1900.

Address, if engraved, at top of page; if not, written above date.

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An informal request to take part in a club meeting, with the answer in the same informal vein.

[Address.] (Club paper.)

MY DEAR MRS. BROWN,—

A meeting of congenial souls, who come together to discuss club interests, will be held at my house on Thursday afternoon, at three o'clock.

It would give me much pleasure if you would come and join us. Perhaps you might be moved to speak in meeting and give us the benefit of your valuable suggestions.

Believe me, with kind regards,

Very cordially yours,

[Personal address.]

MARY L. GRANT.

[Date.]

[Address.]

MY DEAR MRS. GRANT,—

It is always my pleasure to join congenial souls wherever gathered, and when the gathering is under your hospitable roof I have a

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double incentive to be present. Count among the number on Thursday afternoon, at three o'clock,

Yours most sincerely,

[Date.]

CORNELIA BROWN.

These two notes of request are given as examples of the form often used.

[Address.]

MY DEAR MRS. GRANT,—

May I have two cards of admission to the Thursday Reading of the X. Y. Z. Club? I am anxious to bring two guests, to whom I wish to give the pleasure of listening to so delightful a reader as Miss \_\_\_\_\_.

With the hope I am not trespassing upon the privileges of a member, believe me,

Very sincerely yours,

[Date.]

— — —

Request in third person.

Will Miss Grant kindly send to Mrs. R. L. Jones, 25 Euclid Avenue, two cards of admis-

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sion to the club concert on Thursday, April fifth, for which find enclosed Mrs. Jones's cheque for ten dollars.

[Residence.]

[Date.]

These examples of invitation forms and notes have been given for help and suggestion to amateur clubs.

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## Chapter Eight

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*Remember courtesy is the due of man to man, not of suit of clothes to suit of clothes.* — CARLYLE.

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LL letters, notes of ceremony and compliment in professional and diplomatic life, have a prescribed form for salutation and complimentary closing. In many cases the form, like that of club organizations, is engraved or printed.

In diplomatic, military, and naval circles this form is rigidly adhered to, and very little latitude for individual preference is given.

The language used is the language of the only court etiquette to be found in this country of ignored class distinctions. Diplomatic life is the one plane of ceremonial form on which the old and the new world meet with the punctiliousness of long-established custom.

As official civility is never intended for a personal compliment, all social matters are addressed to the office, not to the individual. In all letters of ceremony abbreviations of

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titles and office — with few exceptions — are not considered good form: “To The President of the United States,” “To The Secretary of War.” No surname is needed; there is but one President, but one Secretary of War.

In conversation, the President is addressed as “Mr. President;” by foreigners, as “Your Excellency.” In writing, the form of salutation should be: “Mr. President, Sir;” or, “To His Excellency, the President of the United States.” The complimentary closing may be varied from, “I have the honor to be Your Excellency’s most obedient Servant,” “I have the honor to subscribe myself,” etc., to, “I am, Sir, your most obedient Servant,” “I am most respectfully yours.” The superscription should be: —

To His Excellency,  
The President of the United States,  
Executive Mansion,  
Washington, D. C.

Or,

To The President of the United States,  
Washington, D. C.

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An invitation of a social nature from the President of the United States is by courtesy equal to a command. All other engagements must be waived in preference,—the one instance in social etiquette where an invitation or engagement may be revoked. Illness or calamity in the family circle are the only excuses to be offered; these should be frankly stated, rather than the mere formal expressions of regret.

Letters addressed to presidents of colleges and institutions have the title written after the name:—

To William F. Brown, Esq.,  
President of the National Bank.

To Prof. Arthur T. Hadley,  
President of Yale University.

The order of priority of office in civil government, representing the executive, law, and people, is: The President, the Vice-President, Chief Justice, and Speaker.

Ambassadors from foreign countries come next in distinction, taking precedence in the following order:—

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- I. Ambassadors, Legates, Nuncios.
- II. Ministers and other persons accredited to sovereigns.
- III. Chargés d'affaires, accredited to ministers of foreign affairs only.

Ambassadors, Legates, and Nuncios have representative character. Diplomatic agents on extraordinary missions have not, on that account, any superiority of rank.

The form of address is often in accordance with the individual title: "Sir Julian Paunce-fote," English Ambassador; "Comte Cassini," Russian Ambassador; "Baron de Fava," Italian representative; and the minister from Turkey, "Ali Ferrough Bey." Aside from personal titles, it is perfectly correct to address a member of the foreign legation in the United States as "Your Excellency" or "His Excellency." When there is no individual distinction the custom is to use the word "Honorable," with the rank added after the surname: —

The Honorable Joseph H. Choate,  
Ambassador to the Court of St. James.

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The Cabinet, representing in a measure the family of the President, stand next in order of rank to the Ambassadors. The ladies of the Cabinet, however, come next to the wife of the President. The members of the Cabinet are addressed by their titles, with that of Honorable added,—

To The Honorable, the Secretary of State.

The addition of the surname would be superfluous.

The form of an invitation from a member of the Cabinet would be,—

The Secretary of State and Mrs. Hay  
request the honor, etc.

The form of salutation easily suggests itself,— “Sir,” or “Dear Sir,”—the former being less familiar. “I have the honor to be—” or, “Very respectfully yours,” or any complimentary close implying respect for the office as well as for the man.

The priority of rank in the Cabinet is :—

The Secretary of State,  
The Secretary of War,

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Attorney-General,  
Postmaster-General,  
Secretary of Navy,  
Secretary of Interior,  
Secretary of Agriculture, etc.

The Vice-President should be addressed as “Mr. Vice-President,” the same order following for salutation and complimentary closing that has been given for Cabinet officials and others; the Chief-Justice, as “Mr. Chief-Justice, Sir.” The associate justices of the Supreme Court are familiarly spoken of and addressed as, “Mr. Justice,” with the surname added. The form of superscription should be:—

To The Hon. J. B. Brown,  
Justice of Supreme Court,  
United States, etc.

The form of salutation, “Mr. Justice, Sir,” and the complimentary closing, “I have the honor to be,” etc.

Judges in all other courts below the State Supreme Court are addressed as Honorable.

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This much-used, much-abused title is, in a Republic, largely a matter of courtesy. To quote from Professor Davidson's helpful little book, "The Correspondent": "It is accorded to the Vice-President of the United States; to members of Congress; to judges, from the Chief-Justice of the United States down to the lowest grade of law judges; to foreign ministers and envoys that have no other title of distinction; to our own representatives abroad of the first and second grade; to Cabinet officers; to State, Colonial, and Territorial Governors and Lieutenant-Governors; to Heads of Departments generally: to State Senators, and to State Senates collectively; to Speakers of State Houses of Representatives and Houses of Delegates; as well as to Mayors of cities."

The title "Mr.," written always in the abbreviated form, is universal in a country where its synonym — man — has all the dignity that the individual gives it. Though the most unassuming of all titles, it has the grace of association with names that have given character to its very simplicity: Mr. Webster, Mr. Lincoln, Mr. Gladstone. Derived from

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the Latin word *magister*, it oddly enough takes the plural form of the French word *Messieurs*, contracted to “Messrs.”

Between the use of “Mr.” and “Esquire” there is generally this distinction made: “Mr.” applies to all classes, high and low, while “Esquire” is confined to social life or to people of prominence. It is the synonym for gentleman. In England it is the accepted term for all untitled owners of landed estates, barristers at law, mayors, commissioned officers in army and navy, and professional men. “Mr.” precedes the surname, “Esq.” always follows it.

The form of salutation, “My dear Mr. Brown;” the superscription on the envelope, “A. B. Brown, Esq.” It is good form in all social correspondence between equals to use the title of “Esq.” in the address.

Governors of States are addressed generally by the title of “Excellency,” though the legal right to such a form belongs in two States only, — South Carolina and Massachusetts. The title is accorded by courtesy to the office, in every State. “To His Excellency the Governor of New York;” or simply, “To His

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Excellency the Governor." Salutation : "Sir," or "Your Excellency;" familiarly, "My dear Governor R — "

With the Mayors of cities the word "Honorable" is used.

The Hon. A — B —

Mayor of N — Y —

Salutation : "Sir," and "Your Honor."

That there may be no breach of discipline in military or naval etiquette, careful instructions are given, not only for the exact phrasing of the written communication, but for the paper, its size and quality, color of ink, shape when folded, and mode of superscription. Deviation from these instructions entails some form of discipline. Rigid observance of rank distinctions is insisted upon.

All army officers above the grade of Lieutenant should be addressed by their specific title and rank. This may be above the salutation or in the superscription : —

General Henry C. Corbin,  
Adjutant-General,  
United States Army.

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“Sir” would be an official form of address; “My dear General,” after the title for an informal note, or for one of intimacy. The same rule applies for all officers of rank. The titles should, however, never be abbreviated. “My dear Gen'l;” or “Lieut. Col.;” instead of “Lieutenant Colonel;” “Asst. Adjt.-Gen'l.” for “Assistant Adjutant-General.” When the officer is in command the address should indicate the fact.

To Major-General Nelson A. Miles,  
Commanding Officer,

(or) Commanding the Army of the U. S.,

(or) Commander-in-chief,  
Army of the United States,  
Washington, D. C.

(or) Headquarters of the  
Army of the United States, etc.

The war office established the custom of addressing the office, not the man.

To The General in command of  
The Army of the United States, etc.

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Officers holding geographical departments  
are addressed: —

The Commanding Officer,  
26 U. S. Infantry, etc.

Not “Colonel —— commanding 26th U. S.  
Infantry.”

Asst. Adjutant-General,  
3d Brigade, 2d Division,  
Tampa,  
Florida,

would be the form, the personal name omitted.

The same rule should be observed with any officer in command, — a major, colonel, captain, or lieutenant. In major and lieutenant there are allowable abbreviations.

The rank of lieutenant differs in army and navy, and in England and America.

In England no officer below the grade of captain is permitted to use his military title outside of army life; it is laid aside with his uniform, and in private life he assumes the title of “Mr,” or is termed “Esq.” In this country the form of “Lieut.” is common.

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Non-commissioned officers in the volunteer army keep their titles, even when no longer under military discipline.

The navy, in England, takes precedence ; in the United States, especially since the Spanish War, the navy takes equal rank with the army. Naval etiquette is, if anything, more punctilious ; the discipline for infringement of established law more severe. Letters addressed to line or staff officers should have the name of the particular squadron or fleet, as well as that of the vessel, and the distinction of her class,— Battleship, Cruiser, or Torpedo Boat.

In the navy, all grades of rank under that of commander are addressed by the title of the grade, or simply by the term “Mr.” with the initials U. S. N. after the surname.

Clerical titles vary with the form of Church government as well as with the order of degree.

In the Anglican, American Episcopal, and Roman Catholic churches, the titles, Archbishop, Bishop, Dean, Canon, Rector, Vicar, and Curate are used, with the exception that in the American Episcopacy there is no

## *The Etiquette of Correspondence*

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office of Archbishop. The form of address and salutation for each is : —

Archbishop (in Anglican order) —

My Lord (or) My Lord Archbishop.

May it please your Grace.

To His Grace the Lord Archbishop,

(or) The Most Reverend —

Lord Archbishop of Q —

In the Roman Catholic order : —

Most Reverend and Respected Sir.

Most Reverend and dear Sir.

To The Most Reverend Archbishop C —

To The Most Reverend —

Archbishop of —

A Bishop (American and Roman Catholic form) —

Right Reverend and dear Sir.

To The Rt. Rev'd —

Bishop of —

In the Methodist Church a Bishop prefers the simple title of "Reverend."

## *The Etiquette of Correspondence*

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The Church of England has a more formal style of address :—

My Lord (or) My Lord Bishop.

To The Rt. Rev'd the Lord Bishop of ——

Should the Bishop be a peer of the realm, his title of rank is often added. There are several allowable forms of salutation for a Bishop, according to the degree of station and intimacy :—

Rt. Rev'd and dear Sir.

Rt. Reverend and dear Bishop.

My dear Bishop ——

The word “Venerable” is placed before the name of the Archdeacon,—

The Venerable A—— B——

Archdeacon of ——

Salutation : Rev'd Sir.

In the Roman Catholic order he is often addressed as,—

Venerable Father, (or) Venerable Sir.

## *The Etiquette of Correspondence*

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The office is between that of a Bishop and a Deacon. In old canon law it is called the “Eye of the Bishop,” and in some ecclesiastical records the “Heart of the Bishop.” In the vernacular of to-day, “The Bishop’s right-hand man, or deputy.”

The offices of Dean and Canon are associated with a cathedral chapter.

Dean (*Decanus*), from the fact that he was set over ten Canons.

The title is often applied to the chief office in certain peculiar churches or chapels ; as, in England, “The Dean of King’s Chapel,” “The Dean of St. George’s Chapel at Windsor.”

The title is also used in some universities and colleges to denote the head of a Faculty, or the officer whose duty it is to look after the moral and religious welfare of the students ; while in some institutions the office has become that of mere Registrar or Secretary.

The ecclesiastical form of salutation is : —

Very Rev’d and dear Sir,

(or) Reverend and dear Sir,

(or) Mr. Dean.

## *The Etiquette of Correspondence*

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The address :—

To The Very Reverend Dean of ——

(or) To The Rev. —— Dean of ——

In a College or University simply

Dean A—— B——

(or) To Prof. A. B—— Dean of ——

Canon, as a title, is given to the person who possesses a prebend,— a revenue allotted for the performance of divine service in a cathedral or a collegiate church. A Canon is, properly speaking, an office in a cathedral. The Canons with the Dean and Bishop, form the chapter of a cathedral.

There are also Honorary and minor Canons. The form of address, when used, is the same in all denominations :—

To Canon D——

The Hon. Canon B. C—— of B——

(or) The Reverend B. C——

Rectors, Vicars, and Curates, as well as ordained ministers and priests, have the title of Reverend and “Reverend Father :” —

## *The Etiquette of Correspondence*

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The Rev'd A. B——

Rector of ——

(or) The Reverend Father B——

Rector of ——

The salutation : Reverend and dear Sir, (or)  
Reverend and dear Father, (or, simply) My  
dear Mr. B——

The word “Reverend” either with or without the addition of “Very,” or “Most,” is used for all the clergy below the degree of Pope and Cardinal. It should never be used before a surname only. “The Reverend Smith” is hardly a title of respect. If the initials of the Christian name cannot be used, the better form is, “The Rev. Mr. Smith.”

Titles outside of purely Protestant orders are, in the Roman Catholic Church : —

The Pope, addressed always as

His Holiness the Pope.

To Our Most Holy Father,

Pope Leo the Thirteenth.

Salutation : Most Holy Father, (or) Your Holiness.

# *The Etiquette of Correspondence*

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A Cardinal —

His Eminence Cardinal G —

To His Eminence the Most Reverend  
Cardinal G — *Ibbetts*

Salutation : Most Eminent and Most Reverend Sir, (or) Your Eminence.

Monsignor —

To The Rt. Reverend Monsignor A —

(or) The Rt. Rev'd A. B —

with the grade of rank added, of which there are three.

The title is conferred by the Pope upon eminent divines for special reasons. It ranks next below a Bishop.

Salutation : Right Reverend Sir, (or) Right Reverend Monsignor, (or, familiarly) My dear Monsignor.

Vicar-General —

Superscription : Very Reverend A. B —  
Vicar-General of —

Salutation : Very Reverend Sir.

## *The Etiquette of Correspondence*

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The form of complimentary closing of all letters to Church dignitaries varies very little. In formal communications the repetition of the title adds to the dignity of the closing sentence. In informal ones, the suggestion of the parochial relation is graceful and always admissible, particularly in letters to Prelates in the Roman Church.

In the Jewish Church every ordained priest is called "Rabbi," and in this country is addressed as "Reverend."

There seems to be no one distinctive form of title common to all religious orders. Each order establishes a form suited to its particular need and traditions.

In the Roman Catholic institutions, "The Ladies of The Sacred Heart" are always addressed as "Madam," with the addition of the surname of the individual member.

This is the proper form of address, except for members of the order, who alone make the distinction in the use of "Mother Superior," "Reverend Mother," "Mother Vicar."

For "Sisters of Charity," "Sisters of Mercy," the name given in religion, with the prefix "Mother," or "Sister," is preferred.

## *The Etiquette of Correspondence*

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In the Protestant Episcopal Sisterhoods the distinctions are Reverend Mother, Mother, Sister Superior, and Sister. Sister Superior, for a department of work; Mother Superior, for a distinct order of Sisterhood. The same title is used by the world and the members of the order.

The designation "Professor," like that of "Honorable," is often misapplied. A proud possessor of many degrees, the tangible recognition of years of study and research, has titular rank with an aspiring chiropodist or popular dancing-master. A professorship, however, cannot be a matter of choice, like a profession; the right to the title must be conferred by the proper authorities in some chartered educational institution. Sometimes the title is given through courtesy to specialists in science as well as in education. The abbreviated form "Prof." is usually used in the superscription, "Prof. D— B—."

When there are other degrees they may be combined.

Dr. E. F. Jones, Professor of ——,  
C—— college.

## *The Etiquette of Correspondence*

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In writing to a physician the title should come before the surname, or the initials denoting the degree, afterwards: "Charles F. Jones, M.D."; or, "Dr. Charles F. Jones."

All scholastic degrees are abbreviated. Except in educational matters, and in catalogues, a number of initials for several degrees are seldom added to a name. To write, "John Jones, Esq., Ph.D., LL.D., seems rather pretentious for good taste.

When the word Junior—abbreviated to "Jun." or "Jr." preferably the latter form—is added to a son's name to distinguish it from that of his father, the junior becomes part of the name and is used with all titles.

"John Jones, Jr., M.D."

Since women have entered the business world on an equal footing with men the question as to the proper form of addressing them is often asked.

The word "Madam" for any lady, young or old, is universal. To call a lady "Mrs." or "Miss" without a name after the title is to betray ignorance of the commonest form of civility.

## *The Etiquette of Correspondence*

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“My dear Madam” may, with perfect propriety, be the beginning of a letter to a lady of sixteen or sixty years.

When two married women enter into a business partnership, the proper form of address is an unanswered query. To write “Mesdames,” the plural form of Madam, is not English, nor is the contraction Mmes., yet no other form is known, except to give each name separately,—“Mrs. Black and Mrs. White,” or “Mmes. Black and White.” With unmarried ladies the problem is easily solved, as the title “Miss” has a regularly formed plural,—“The Misses Black and White.” The word “Miss,” is a contraction of the word “Mistress.” Up to 1760 the titles “Mrs.” and “Mistress” were applied to elderly spinsters.

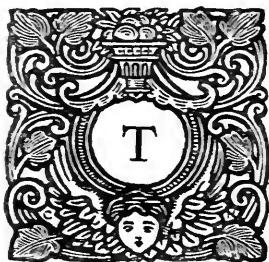
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# Chapter Fine

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~~having courtesy.~~ — *Life is not so short but there is always time enough for*  
EMERSON.

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HOUGH this little volume does not treat of card etiquette in relation to calls and social functions, it is not out of place to refer to the graceful custom of writing on a card, in lieu of the more formal note-sheet, a kindly greeting or message, — but only a message, not an epistle.

How much more enjoyment is felt in a gift if a card accompanies it, expressing the good wishes and kind thoughts of the sender ! The query as to the propriety of drawing a pencilled line through the engraved name is easily answered. The relationship of the giver to the receiver of the card should govern the matter. To send to a friend or equal in social station a gift with a visiting card on which an expression of good-will has been written, and to have the engraved name the

## *The Etiquette of Correspondence*

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only signature, is not in keeping with the instincts of good breeding; particularly if the friend is on such terms of intimacy that the Christian name of the giver is always used. To write, "With the love and best wishes of Mrs. James Brown," when the receiver of the "love and best wishes" always addresses "Mrs. James Brown," as "Louise," is in questionable taste.

Or when a young person sends to an elderly friend a pretty token of affection, and yet has never been called familiarly by her given name, it is a tactful piece of courtesy to draw a line through the "Miss Mary B. Jones," and sign the initials. "A little trifle for my dear Mrs. Brown, with the love of M. B. J."

In more formal matters, where a word of greeting or explanation has been pencilled or penned by a mere acquaintance, no line should be drawn through the engraved name.

For days "At Home," visiting cards are often used, the day and hour written in the lower left-hand corner. Or, when a hostess desires to call her friends together to meet a guest in an informal way at an afternoon tea, she may write over the engraved name on her card,

## *The Etiquette of Correspondence*

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“To meet Miss Blank,” inscribing below the date and hour.

Visiting cards may take the place of a formal note, in many instances, in introducing a friend for whom one has previously asked the favor. In such a case the card should simply have “Introducing Mr. Brown.” The gentleman could then send the card of introduction with his own personal card, on making the call, and thus avoid the embarrassment of awkward recognition.

Again, in sending tickets for some entertainment, theatre, or opera, a card may be used for explanation; it quickly identifies the sender:—

“Dear Nina, can you use the enclosed?  
We have an unexpected dinner engagement.

Hastily yours — M. B. J.”

Here the engraved name should have a line drawn through it.

If flowers are to be sent to friends who are starting for Europe, it is pleasant to add a word to the formality of the card attached,— “Bon Voyage;” or, “With loving wishes for a delightful trip.” In a less formal way, if sent

## *The Etiquette of Correspondence*

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with a more useful gift, the written message may have the familiar title added. Among the many gifts once sent to a popular lady on her first trip across the Atlantic, none touched her more than a stiff white glazed card, on which was written in a labored hand, — “Please, ma-am, I hope the good Lord will go before you and behind you and bring you back safely, your old servant, Kate.” The hope must have reached the Judge of all good intentions, for an atmosphere of peace and safety seemed to surround the wanderer.

It is a thoughtful custom on leaving a place where gracious courtesies have been shown, or even on leaving the town house for the country home, to send cards to one’s friends, writing in the lower left-hand corner “P. p. c.,” letters that stand for the sentence, “Pour prendre congé ;” literally, “To take leave ;” socially interpreted, “To say good-by.”

Cards may also be written on when left at the house of a friend in deep affliction. This is perfectly admissible where the intimacy does not warrant a more personal form in letter or speech, — “Deepest sympathy;” or “Tender sympathy;” or any brief phrase indicative of

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interest. It is often found convenient to write upon a card a request to visit a studio or any semi-public place. The words, "Admitting Mrs. Jones," may be written above or below the engraved name.

A little note of request may be written on a visiting card, as the name and address help to identify the person asking the favor :—

"Please allow Mrs. M. B. Jones to see the Club House and all its new appointments."

To an artist another form of request may be written :—

"Dear H., —

Will you extend the courtesies of the Studio to my friend, Mrs. M. B. Jones, who is an ardent admirer of your brush ?

J. B."

In this case the request is better placed upon the back of the card, the engraved name on the face of it left untouched.

Distance and the throng of business engagements have brought into social use the convenience of the telegram for congratulations,

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condolences, invitations, and various expressions of interest.

The form of the message is governed by the wishes and taste of the sender. The very fact that a telegram is the medium of communication suggests the exclusion of all personal detail and sentiment. In the desire to confine the despatch to ten words, care should be taken to avoid a peremptory or brusque expression, which could only be excused in a purely business form.

With postal cards, called in England post cards, the same advice in regard to private items of individual interest might be followed. It is not strictly good form to have either a salutation or complimentary closing on a postal card. The informality of such a message does not call for the phrases of mere courtesy. A mass of personal detail confidently intrusted to the back of a postal card is seldom the expression of a well-bred person. If not objectionable to the instincts of the writer, consideration should be shown for the preferences of the receiver of a postal card.

It seems almost superfluous to add the instructions of the post-office officials that

## *The Etiquette of Correspondence*

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“ postal cards bearing on their face or address side any message or part of a message, or any writing or printing other than is necessary to insure their proper delivery, are held to be unmailable matter, and will be returned to the senders.”

The craze for illustrated and musical postal cards has, however, required the reiteration of this rule.

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# Chapter Ten

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*There is occasion and cause, a why and a wherefore in all things.* — SHAKESPEARE.

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LETTERS in the third person or to inferiors are more puzzling to write than any other kind. To preserve the just mean between dignity and civility requires worldly knowledge and good judgment. In a short note it is not difficult; the style lends itself to clearness and conciseness: but for long familiar letters the colloquial form of the first person is better adapted to prevent confusion of ideas.

In any epistle, however, where the use of the third person is preferred, care should be taken to preserve the form through the entire communication. To write "Mrs. Brown would like Messrs. B. Altman & Co. to rectify the error in her account rendered May first, and to send corrected bill to me at your earliest convenience," would be to violate a rule in rhetoric and to destroy the effect of unity in

## *The Etiquette of Correspondence*

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the composition. “Mrs. Brown would like Messrs. B. Altman & Co. to rectify the error in her account rendered May first, and to send corrected bill to her address at their earliest convenience,” etc., preserves the same form throughout the letter.

The Order Department of any large Dry Goods House receives in the daily mail remarkable specimens of this mode of expression to the perplexity of more than one clerk. It is somewhat of a surprise that so few mistakes are made in filling orders.

For the appropriate use of notes in the third person a few suggestions are here given.

In accepting or declining a formal invitation, the third person is always used, and the words of the invitation concerning the date, day, and hour are repeated.

“Mr. and Mrs. Brown accept with pleasure Mrs. Jones’s kind invitation to dine, Friday, November the tenth, at eight o’clock,” (or)

“Mr. and Mrs. Brown regret that a previous engagement prevents [not will prevent] the acceptance of Mrs. Jones’s very kind invita-

## *The Etiquette of Correspondence*

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tion to dine Friday, November the tenth, at eight o'clock." Date and day, *not* year, to be written in lower left-hand corner.

Not only in invitations, acceptances, and regrets are notes in the third person proper, but also in brief and formal communications between persons who have never met, or are but slightly acquainted ; also between those of unequal social or official position.

"Miss Jones returns to Miss Brown the book she so kindly loaned, and begs leave to express her appreciation of Miss Brown's patience in waiting for a book so long out of her possession." In this case there is civility and apology.

"Will Miss Brown give Mr. Jones the pleasure of her company in a drive through the Park to-morrow afternoon at any hour agreeable to her ?" is a form not too familiar, yet indicative of respect and courtesy.

"Miss Smith regrets that absence from home deprived her of the pleasure of making Mr. Jones's acquaintance. She hopes that he will

## *The Etiquette of Correspondence*

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be able to call Thursday or Friday evening, when she will be happy to receive him," would be a graceful acknowledgment of a card of introduction that failed to accomplish its mission.

In sending a messenger for a book from a library, this form might be used:

"Will Miss Hunter please send to Miss Grey, by the bearer, the first volume of 'Stevenson's Letters,' crediting the same on Miss Grey's card?" or, "Will Miss Hunter please credit Miss Grey with the return of Volume 785. T. and give to the bearer of this note some recent work on nature study?"

To the proprietors of a hotel:

"Will Messrs. Brown & Green direct Miss M. B. Jones's maid to the rooms engaged for Miss Jones's use?" or, "Will Messrs. Brown & Green have the enclosed tags tied on Miss Jones's luggage and send same at earliest convenience to address given?"

In business letters the third person is often used to avoid repetition of names and addresses.

## *The Etiquette of Correspondence*

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“ Will Messrs. Lord & Taylor kindly send enclosed order by return mail, charging same to the account of

Miss M. B. Jones,  
St. George,  
Staten Island.”

The order should be written on a separate sheet, or below the signature. The date in this note should be at the top of the sheet.

To a dressmaker the use of the third person is sometimes preferred, though the more direct form is better for clearness.

1257 Prince Street,  
Tuesday, Jan. 20, 1899.

Mrs. Livingston sends herewith the lace required for Miss Livingston’s gown, and hopes that Madam Blank will not fail to have the gown finished and sent home by Monday afternoon. Should another fitting be required, Madam Blank will please send word by bearer, appointing the time.

To Madam Blank,  
223 Chestnut Hill.

Bearer will wait.

## *The Etiquette of Correspondence*

NEW YORK,

March 15, 1900.

Letters to an inferior require tact and experience, the relationship of official or servant largely determining the form. A safe guide to follow is to use the same style of address in writing that is used in speaking to the person. A man or woman who has been for years in the service of one family or corporation should be addressed in a manner indicative of regard. “Dear Mary” would be more natural than “Mary Foley,” etc.

## HOTEL LOS ANGELES, California,

March 18, 1899.

DEAR WILSON,

Mrs. Livingston wishes me to write and tell you that we have altered our plans somewhat, and hope to be home by the middle of next month,

## *The Etiquette of Correspondence*

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month, about three weeks earlier than we first intended. This will give you plenty of time to get the house in order for us. We will let you know in due season the exact day and hour of our arrival. We are having a pleasant trip, but shall not be sorry to be back again in our comfortable home. I hope you have all had a good rest and have kept well during our absence.

Your affectionate

Miss MARION.

(or) Yours very truly,

M. B. LIVINGSTON.

Mrs. Jane Wilson,

Care of Morris Livingston, Esq.

In a letter to a servant or inferior the signing of the name with the title is in good taste, the only instance, except in the use of the third person, when it is admissible.

A letter to a servant, written in the third person :—

“ Mrs. Livingston, of 22 Central Park West, would like Mary Foley to come to her house on Thursday morning at half-past eight.”

## *The Etiquette of Correspondence*

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This form, however, is only used where a servant is more or less of a stranger to her mistress.

Mr. John Locke, in his book on “The Art of Correspondence,” gives a copy of a letter written by Her Majesty Queen Victoria to Mr. George Peabody while he was in England, in 1866. It is an admirable example of the proper mode of addressing an inferior in social station.

“ WINDSOR CASTLE,

March 28, 1866.

The Queen hears that Mr. Peabody intends shortly to return to America: and she would be sorry that he should leave England without being assured by herself how deeply she appreciates the noble act, of more than princely munificence, by which he has sought to relieve the wants of her poorer subjects residing in London. It is an act, as the Queen believes, wholly without parallel, and will carry its best reward in the consciousness of having contributed so largely to the assistance of those who can little help themselves. The Queen would not, however, seem satisfied without giving Mr. Peabody some public mark of her

## *The Etiquette of Correspondence*

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sense of his munificence: and she would have gladly conferred upon him either a baronetcy or the Grand Cross of the Order of Bath, but that she understands Mr. Peabody to feel himself debarred from accepting such distinctions. It only remains, therefore, for the Queen to give Mr. Peabody this assurance of her personal feelings, which she would further wish to mark by asking him to accept a miniature portrait of herself, which she will desire to have painted for him, and which, when finished, can either be sent to him in America, or given to him on the return, which she rejoices to hear he meditates, to the country that owes him so much."

Through the courtesy of the Century Company we are permitted to quote a charming note of "Lewis Carroll's" (Rev. C. L. Dodgson) to the members of the Fourth Class of the Girls' Latin School in Boston. They started a magazine which they named "The Jabberwock," first asking Mr. Carroll's permission to use the title.

"Mr. Lewis Carroll has much pleasure in giving to the editors of the proposed magazine

## *The Etiquette of Correspondence*

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permission to use the title they wish for. He finds that the Anglo-Saxon word ‘wocer,’ or ‘wocor,’ signifies offspring or fruit. Taking ‘jabber’ in its ordinary acceptance of ‘excited and voluble discussion,’ this would give the meaning ‘the result of much excited discussion.’ Whether this phrase will have any application to the proposed periodical will be for the future historians of American Literature to determine. Mr. Carroll wishes all success to the forthcoming magazine.”

# Chapter Eleven

*Talk of nothing but business, and despatch that business quickly.* — ALDUS & Co. [Motto over door of Printing Office.]



ERE brevity the soul of a business letter as well as of wit, much time and patience would be saved! Gracefully turned phrases and personal details are most objectionable in a business communication. "Be brief, be specific," is the sensible advice of a university professor. The stenographer and type-writer have proved a blessing in disguise, for the need of rapid dictation has developed a terse and simple form of expression which has been of incalculable benefit to the business world.

In letters of a business character it is well to keep in mind a few essential points : —

Legibility of date, address, and signature; short sentences, and brevity of subject-matter; the date and writer's address at the head of the letter-sheet; the address of the individual or

## *The Etiquette of Correspondence*

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firm ; the salutation, " Dear Sir," or " My dear Sir," or " Gentlemen," below the letter head.

PITTSFIELD, Berkshire Co., Mass.

June 17, 1900.

Park & Tilford,

Broadway & 21st Street, New York.

GENTLEMEN,— Please send via American Express N. Y. C. & H. R., the enclosed order, and charge the same to the account of

Mrs. CHARLES P. BROWN,

High Street,

[Enclose order.]

Pittsfield.

The superscription on the envelope should be :—

Messrs. Park & Tilford,

Broadway & 21st Street,

New York City,

New York.

To ladies unaccustomed to business methods, the signature is often a puzzling question, — when and when not to sign the married name ; how to distinguish sex, when initials are used before the surname. Never, except in the

## *The Etiquette of Correspondence*

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use of the third person form, or to a servant, should a lady write her married name at the close of a letter. In these days of separate bank accounts, many ladies have a business signature, which should be always used in a business correspondence, initials instead of the Christian name having the preference.

ROCHESTER, N. Y.,  
June 14, 1900.

Stern Brothers,  
23d Street, New York.

GENTLEMEN,— Enclosed find my check for twenty-five dollars (\$25.00) payable to your order, to balance my account to date. Please acknowledge and send receipt in full to

Yours very truly,  
L. B. BROWN.

Mrs. Henry Brown,  
5 Blank Street.

Envelope address : —

Stern Brothers,  
Twenty-third Street,  
New York City,  
New York.

Example

## *The Etiquette of Correspondence*

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Examp'e for the signature of an unmarried lady :—

“THE BEECHES,”

Somerville, New Jersey,

May 16, 1900.

Messrs. Dempsey & Carroll,  
Art Stationers,  
26 West 23d Street, New York City.

GENTLEMEN,—Will you kindly send me, at your earliest convenience, specimens of the best styles in present use of wedding invitations,—a church wedding, with Breakfast and Reception cards. Please give prices accurately, and state the time you would require to complete an order of twelve to fifteen hundred.

Very truly yours,

E. C. WATSON.

Miss E. C. Watson,  
Somerville.

An unmarried lady may put before her signature the title “Miss” in brackets,—[Miss] Elizabeth C. Watson. The better form is,

## *The Etiquette of Correspondence*

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however, to write the married or unmarried title in the lower left-hand corner.

NEW YORK CITY,  
May 31, 1900.

The Century Co.,  
Union Square, New York.

GENTLEMEN, — Enclosed please find my check for four dollars (\$4.00) for Century Magazine, in renewal of my annual subscription, which expires with current number. Kindly note change of address and oblige,

Yours very truly,  
MARY L. WARNER.

Mrs. Matthew L. Warner,  
23 London Terrace.

After July 1st, until further notice,

The Rockingham, Narragansett Pier,  
Rhode Island.

To a Publishing House, enclosing check for two periodicals, with directions for two separate addresses : —

# *The Etiquette of Correspondence*

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UTICA, New York,  
April 2, 1900.

Harper Brothers,  
Franklin Square, New York.

GENTLEMEN, — Please find enclosed my check to your order for eight dollars (\$8.00), payment for two annual subscriptions to your monthly magazine, beginning with the March issue, and to be sent respectively to

Mrs. James Henry Clarke  
23 Emerson Avenue  
Utica, New York

to

Mr. Henry Morley Clarke  
The Camden School  
Rahway, New Jersey

When sending receipt for check, kindly quote your club rates to Libraries, for the four periodicals published by your house, and oblige —

Yours truly,

JAMES HENRY CLARKE,  
10 Potter Building,  
Utica, New York.

## *The Etiquette of Correspondence*

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In sending to any large business house for samples, care should be taken to mention, style, color, weight, and width of goods, as well as the limit in price.

ORANGE, New Jersey,  
March 20, 1900.

Lord & Taylor,  
20th Street & Broadway,  
New York City.

GENTLEMEN,— Please send at your earliest convenience, samples of spring cheviots and Henrietta cloths, neutral colors, price not to exceed \$2.00 per yard. Also black silk net, plain and dotted, ranging in price from \$1.50 to \$2.00 per yard. Also samples of "near-silk" linings in grays and browns, with price per yard, and oblige,

Yours very truly,  
E. B. BROWN.

Mrs. E. B. Brown,  
Orange, Brick Church.

After a selection is made from samples the order should be very clearly given.

## *The Etiquette of Correspondence*

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[Address.]

Lord & Taylor,  
20th Street & Broadway,

GENTLEMEN, — Please send enclosed order  
by United States Express, C. O. D., and  
oblige,

Miss E. B. Brown,  
Brick Church,  
Orange, N. J.

Order —

10 yards of Henrietta cloth,  
3 yards black dotted net,  
7 yards of nearsilk.

Samples enclosed.

In writing to a dressmaker there should be  
the same care taken in regard to details that a  
business house demands.

[Address.]

MY DEAR MADAM BASQUE, —

I have selected from the samples you sent me  
the enclosed gray cheviot, and the design  
marked "3." As you have all my measure-  
ments I shall not come into town before Friday,  
March 17th, when I shall hope for a fitting.

# *The Etiquette of Correspondence*

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If that date be not satisfactory let me know by return mail, and state one more convenient.

Very truly yours,

FRANCES BROWN.

Mrs. Henry Brown,

[Address.]

TUXEDO, New York,  
April 30, 1900.

Mme. Louise,

Fifth Avenue, New York

DEAR MADAME,—

By Adams' Express I return the bonnet I purchased Friday, to have the flowers changed to deep red roses, not large in size, but in number. I also want two aigrettes of white tulle put on the left side in place of the baby ribbon rosettes. Please return hat by same express at earliest convenience, and oblige,

Yours very truly,

EVELYN JONES.

Mrs. Newton Jones,

Tuxedo Park.

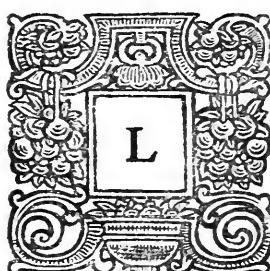
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## Chapter Twelve

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*Let not over-refinement deck out thy thought; be not wordy nor a busy-body.” — MARCUS AURELIUS.*

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LETTERS of request for indorsement of character and intentions, or for recommendation, have more or less of a business form ; but letters of introduction, appeals for charity or for permissions, may combine the social with the business element.

It is well to remember in all such communications that a request ought never to assume the character of a demand. Be brief, but be courteous, is a safe rule to follow.

It is a common occurrence in these days of constantly changing domestic service to verify references by personal inquiry, either in speech or writing. Two forms are suggested, — one, when the letter is sent to a total stranger ; the other, when the correspondents are members of the same social circle, but are personally not acquainted.

## *The Etiquette of Correspondence*

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Mrs. Charles Brown,

DEAR MADAM,—Will you kindly let me know if Mary Fitzgerald, who has applied for the situation of cook, is thoroughly reliable in every respect. I shall be very grateful for any information concerning her.

Very truly yours,

Mrs. L. M. Ferguson,                    G. E. FERGUSON.

Fifty-seventh Street,

October 27.

An answer to this letter of inquiry:—

Mrs. L. M. Ferguson,

DEAR MADAM,—Mary Fitzgerald lived with me from October, 1898, to June, 1899, during which time I found her honest, willing, good-tempered, and a fairly good cook. The closing of my house in June threw her out of a situation. I shall always be glad to speak a good word for her.

Very truly yours,

Mrs. Charles Brown,

M. L. BROWN.

Eighty-sixth Street,

October 30.

## *The Etiquette of Correspondence*

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No. 2.

[Stamped address.]

MY DEAR MRS. LANSING,—

May I beg a moment of your busy day to tell me something of the character of Christine Anderson, who has applied to me for the situation of parlor-maid. She says she has served you for the past two years. The girl has so engaging a manner and appearance that I should be glad to know she is all she represents herself to be. With apologies for this absorption of your time, I am,

Very sincerely yours,

May fifth.

ROSAMUNDE CAREW.

Answer to No. 2 :—

[Stamped address.]

DEAR MRS. CAREW,—

With pleasure will I tell you all I can of Christine Anderson, who lived with me, as she represented, two years, in which time I found her most capable, honest, and moral. A sister with an itching palm and democratic aspirations advised higher wages and less menial work, neither of which demands met my

## *The Etiquette of Correspondence*

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approval. Result — separation. I am not yet clear as to which dismissed which. Could Christine be her own adviser as well as banker, I think you would find her an ideal servant.

With the hope this may be the case, I am,

Very sincerely yours,

ISABELLE LANSING.

May tenth.

Kind-hearted and unthinking persons dash off a letter of indorsement with only the thought of helping another dominant, and with little reflection as to the real ability of the individual recommended. Caution and second thought are the best preparation for such letters.

44 Exchange Place,  
Reading, Penn.

June 13, 1899.

Mr. J. W. Howe,

15 Corn Exchange, etc.

MY DEAR SIR, — Mr. John White of your town has been strongly recommended to us as the man for our southern agency. We understand that Mr. White has had a business connection with your House for several years,

## *The Etiquette of Correspondence*

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and write to ask your opinion of his ability to fill a position involving responsibility and good business judgment. Any communication in regard to Mr. White will be considered by us as strictly confidential.

Hoping to hear from you at an early date,  
I am,

Yours truly,

J. B. BUTLER,  
Manager of, etc.

Answer:—

15 Corn Exchange, etc.,

June 17, 1899.

Mr. J. B. Butler,  
Manager of, etc.

MY DEAR SIR,—It gives me pleasure to say, in reply to your note of inquiry, that during a somewhat exceptionally intimate business connection, extending over several years, I have found Mr. John White in all respects worthy of the fullest confidence, and feel sure that you will have no reason to regret placing him in the responsible position for which he is an applicant.

Very truly yours,

J. W. HOWE.

The

## *The Etiquette of Correspondence*

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The range in letters of introduction may be from the purely social to the strictly business form, the reason for the introduction suggesting the style of presentation.

From the purely social standpoint, with a strong society dash, is the following :—

[Stamped address, or monogram.]

DEAR ELSIE, —

Are you pining for a ride in the Bois, this lovely spring morning? For a dinner at Mme. de C.'s, a musicale at the Comtesse de D.'s? Let me present the very essence of them all to you, my dear, in the person of Mr. ——, cousin of Marie R.'s, who has just returned from Paris, and who will regale you with the latest mot, the newest mode, and therefore needs no further commendation from

Your always affectionate

ADELE.

With less airy persiflage and more dignity is this social note :—

MY DEAR MRS. GORDON, —

I am presenting with this note my friend, Mr. Roger Dacres of Baltimore, whose mother,

## *The Etiquette of Correspondence*

---

Miss Annie Page of Virginia, was known to you in her youth. Roger has inherited the family estate, and happily also, that fine courtesy and dignity that has distinguished his race.

May I beg for him some measure of the delightful hospitality that has become the synonym for Gordon Hall and made me

Yours most gratefully and faithfully,

JOHN CLAYTON READE.

In this example a reason is given for the introduction, apart from that of mere social advantage : —

MY DEAR PROFESSOR BROWNE, —

May I introduce to you my friend Dr. Thomas Barnes, whose studies in Bacteriology will, I hope, be of interest to you in the originality of his mind and method. I should apologize for this intrusion upon your valuable time, but for the exceeding kindness with which you have encouraged younger fellow-workers, none of whom is more appreciative of the honor than your old pupil and affectionate friend,

MILES DRUMMOND.

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To

## *The Etiquette of Correspondence*

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To present the needs of a charitable object, and to ask for a contribution with grace and tact, requires a knowledge of the world and of human nature. The subject must be adroitly introduced, remembering always that it is a request, not a demand. The "stand and deliver" form of petition rarely accomplishes its purpose.

DEAR MRS. JONES,—

I write to ask your personal interest in the Child's Hospital which has just been started, and which is in sore need of funds to carry on the work. Knowing your large-heartedness and sympathy for helpless little ones, I have ventured to hope you would feel inclined to send me a contribution at an early date.

Very sincerely yours,

FLORENCE INGERSOLL.

Miss F. L. Ingersoll,  
Madison Avenue.

In response to a note containing an unexpected contribution, this form is suggested :—

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DEAR

## *The Etiquette of Correspondence*

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DEAR MRS. BLANK, —

I cannot imagine a more agreeable surprise than your note, enclosing a cheque for one hundred dollars, gave me on my return to town yesterday. Such gifts are rare indeed, and when accompanied with graceful and tender sympathy for the cause, they render the donation doubly valuable. Please accept my heartiest thanks, and with them, those of my associates on the Board of Managers.

Very gratefully yours,

EDNA WOLFE.

Mrs. Y. Z. Wolfe,

Fifty-seventh Street.

If a request is to be made of some government official, there should be more or less of ceremonial form in the beginning and ending.

To His Honor, the Mayor of New York.

SIR, — May I ask the favor of your kind consideration in extending the courtesies of the City Hall to a small Club of Ladies interested in municipal government. They desire to add to their six weeks of study a visit to the various

## *The Etiquette of Correspondence*

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civic departments, but do not wish to intrude upon official premises without authorized sanction.

The privilege of a permit from you will be greatly appreciated.

I have the honor to be,

Very respectfully yours,

HELEN M. GRAY,  
President of Ladies' Civic Club.

Mrs. Wm. Gray,  
72d Street.

A letter in answer to a request for genealogical items :—

DEAR MISS ROBERTS,—

In compliance with your request, I have looked through all the sources of genealogical information to which I have access, and send you herewith a memorandum of such facts as I have been able to find touching the subject you are investigating. I wish I could contribute more satisfactorily to your interesting work, and hope you will not hesitate to write again if I can be of any further service.

## *The Etiquette of Correspondence*

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Wishing you all success in your undertaking,

I am very cordially yours,

MARY L. JAMES.

Albany, Oct. 10, 1899.

In answer to a request for an outing for  
“Fresh Air Children”:

RIVERSIDE,

Mount Hope, Pa.

DEAR MISS GRAVES,—

You have my cordial permission to bring your little class for a picnic at Riverside. There are pretty places in the woods where you can spread your collation, and the meadows are full of buttercups and daisies, which are always a treat to city-bred children. Pray send to the house for a pitcher of milk, of which we have an abundance, and also for the key of the boat-house, should you care to make use of the boat.

With best wishes for a happy day for the little ones, believe me,

Very cordially yours,

FRANCES S. MILTON.

June 17.

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In

## *The Etiquette of Correspondence*

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In the Far East the asking of a favor would seem to be a matter of moment and adjectives. Through the courtesy of an interesting writer on current events we are able to quote this letter from a young Hindoo clerk who finds a vacation a necessity.

“ MOST EXALTED SIR,—

It is with the most habitually devout expressions of my sensitive respect that I approach the clemency of your masterful position with the self-dispraising utterances of my esteem and the also forgotten—by myself—assurances that in my own mind I shall be freed from the assumption that I am asking unpardonable donations if I assert that I desire a short respite from my exertions ; indeed a fortnight holiday, as I am suffering from three boils, as per margin. I have the honorable delight of subscribing myself

Your exalted reverence’s servitor,

TANJANBOL PANJAMJAUB.”

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## Chap. Thirteen

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*A stray volume of real life is in the daily packet of a postman,—eternal love and instant payment.*

— DOUGLAS JERROLD.

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HO has not felt perplexity in the wording of an expression of disapproval or complaint? To be able to couch it in language that will convey the just rebuke, yet will not wound or offend, requires calm deliberation and a conciliatory spirit.

Misunderstandings often arise in all conditions of life, but like the early mist before the rising sun, they are soon dissipated if met with genial good-will and kindly temper.

By kind permission of the Century Company this letter, with two others, is quoted from the "Life and Letters of Lewis Carroll."

To express his dislike of Bazars as a means for raising money to aid in Church work was not an enviable duty, especially as the disapproval had to be sent in answer to an invitation from one of his young friends.

## *The Etiquette of Correspondence*

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“MY DEAR EMMIE,—

I object to *all* bazars on the general principle that they are very undesirable schools for young ladies, in which they learn to be ‘too fast’ and forward, and are more exposed to undesirable acquaintances than in ordinary society. I have, beside that, special objection to bazars connected with charitable or religious purposes. It seems to me they desecrate the religious object by their undesirable features, and that they take the reality out of all charity by getting people to think they are doing a good action, when their true motive is amusement for themselves.

Ruskin has put this far better than I can possibly do; and if I can find the passage, and find the hour to copy it, I will send it to you. But *time* is a very scarce luxury for me.

Always yours affectionately,

C. L. DODGSON.”

Mr. Laurence Mendenhall, in a Munsey Magazine of 1894, gives a letter of Thomas Hughes in answer to a request for his autograph, wherein the disapproval of autograph

collectors

## *The Etiquette of Correspondence*

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collectors is very plainly but politely expressed.

“DEAR SIR,—Your note came this morning, and I return your card with my signature, but as I, on the whole, rather dislike this autograph business, I shall not pay the postage. If you ever get this I hope it may be a warning to you to renounce the ‘autograph fiend.’”

THOMAS HUGHES.”

20. 10, '87.

For the discontinuance of a subscription to a magazine, with reason assigned, this example is given :—

[Address.]

[Date.]

Mr. E. F. Blank,

Editor of The A. B. C. Magazine.

DEAR SIR,—Although a subscriber to the A. B. C. Magazine for the past four years, I wish to have my name taken off the subscription list, and the magazine discontinued after the delivery of current issue. I do not find the periodical keeping up to its former standard of excellence, and strongly object to the new

## *The Etiquette of Correspondence*

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departure in the fiction and dramatic departments.

Regretting the change necessitating this move on my part,

I am very truly yours,

SILAS SLOWBOY.

In sharp contrast to the straightforward unvarnished truth of the Anglo-Saxon simplicity of diction is this example of Oriental hyperbole. It is a veritable translation of the form usually sent by the Editor of a Chinese magazine when returning unavailable manuscript matter.

“ILLUSTRIOUS BROTHER OF THE SUN AND  
MOON!

Behold thy servant prostrate before thy feet. I kowtow to thee, and beg that of thy graciousness thou mayst grant that I may speak and live! Thy honored manuscript has deigned to cast the light of its august countenance upon us. With rapture we have perused it. By the bones of my ancestors, never have I encountered such wit, such pathos, such lofty thought. With fear and trembling I return

## *The Etiquette of Correspondence*

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the writing. Were I to publish the treasure you sent me, the Emperor would order that it should be made the standard, and that none be published except such as equalled it. Knowing literature as I do, and that it would be impossible in ten thousand years to equal what you have done, I send your writing back. Ten thousand times I crave your pardon. Behold my head is at your feet. Do what you will.

Your servant's servant,  
THE EDITOR."

A letter of complaint to a landlord:—

[Address.]

[Date.]

Mr. James H. Stone, agent,  
425 B'dway, N. Y.

DEAR SIR:— Acting upon the authority of your representative, Mr. F. B. Morse, I have had the basement and subcellar under our main office thoroughly cleaned, white-washed, and kalsomined, and can assure you that the work has been most satisfactorily done. The total cost for this is \$100, for which we have

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settled.

## *The Etiquette of Correspondence*

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settled. I shall therefore thank you to remit us \$50 according to agreement.

While on this subject, I desire to call your attention to the dilapidated condition of the front entrance to this building, — plaster dropping out of the side walls, steps broken in many places, and baseboard to front door rotting away.

Trusting that you will give these matters your immediate attention, I remain,

Yours truly,

GEORGE O. CAREY.

To a Clothing House calling attention to a mistake in filling orders.

Messrs. Brown & Jones,  
Children's Outfitters, etc.,  
Chicago, Ill.

GENTLEMEN,— I regret that I am obliged to return the dozen pairs of stockings, received from you by express this morning, as they are a size too large.

Kindly refer to my letter of a few days since,

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## *The Etiquette of Correspondence*

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in which you will find, I think, my order clearly stated.

Please give the matter your earliest attention, and oblige,

Yours very truly,

L. B. MARTIN.

Mrs. T. G. Martin,  
Evanston, Ill.

In writing for school catalogues or circulars, the same consideration should be shown for principals and masters in charge that is required in all business communications. Details regarding the pupil to be entered, outside of the requirements of the catalogue, should be reserved for the confidence of a personal interview.

Mr. Chas. G. Curtis,  
Principal Whitfield School for Boys,  
Whitfield, Conn.

DEAR SIR,—I see that you advertise, in the Scribner Magazine for June, a few vacancies in your school, and I should like to make application for one of these for my son, who is

## *The Etiquette of Correspondence*

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now fourteen years old. I have long known favorably of your school, having passed a summer some years since in your vicinity. The limited number of pupils admitted commends itself to me as securing more individual attention than is possible in a large school. I fear my boy will never be a brilliant scholar, as he is not over-fond of study, but he has an excellent mind, and has always kept up with boys of his age in the schools he has attended at home. I am sending him away quite as much with a view to the cultivation of self-reliance and manliness as to advancement in scholarship.

Please send me your catalogue and any details as to discipline that you think may apply particularly to his case.

Very truly yours,

MARGARET BRAYTON.

Mrs. James Brayton,  
Stonington, Conn.

It often falls to the lot of the ladies in a household to settle the problem of the summer outing,—when, where, and how long;

questions

## *The Etiquette of Correspondence*

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questions that cannot be answered without reference to the hotel proprietor, who feels a sense of gratitude when a letter accurate as to details, and clear as to requirements, is sent him.

Mr. A. B. St. Laurence,  
Proprietor of the Q. House,  
Thousand Islands.

DEAR SIR, —

Kindly let me know your terms for three large rooms and two small ones, on second floor, with accommodations for five adults and three children, for the months of July and August. It is not necessary that all the rooms should be *en suite*, but two large ones, and one large and one small one, must connect. The rooms must command a water view, and two at least have arrangements for artificial heating in damp weather.

An early reply will greatly oblige,

Yours very truly,

M. J. WILLIAMS.

Mrs. W. L. Williams,  
72 Clinton Avenue,  
Brooklyn, N. Y.

## *The Etiquette of Correspondence*

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In response to the proprietor's letter giving terms and accommodations the following reply making a definite engagement might be sent:—

Mr. A. B. St. Laurence,  
Proprietor of Q. House, Thousand Islands.

DEAR SIR,—

Please reserve rooms Nos. 18, 20, 22 on second floor, and Nos. 36 and 38 on third floor, for the months of July and August, at terms given in your favor of the 11th inst. Please have a double bed put in Nos. 20, and 36, respectively; also reserve private table in second alcove of dining-room overlooking Sea Bay for my family of six, and accommodations in servants' hall for nurse and maid. My family will arrive on July 1st at 4.30 P. M., when please send conveyances for party and luggage.

Very truly yours,

M. J. WILLIAMS.

Mrs. W. L. Williams, etc.

Though many and varied examples and hints have been given for written forms, nowhere in these pages will be found models

## *The Etiquette of Correspondence*

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for notes of condolence or congratulation, nor for letters of purely personal sentiment. To instruct a parent, a child, or a lover how to express the feeling natural to every heart in such a relationship seems hardly within the province of any book on general correspondence. The originality and genuineness of such epistles are their only charm.

The tender solicitude of John Keats for Fanny Browne, of Robert Burns for his "Bonnie Jean," may be interesting reading as additions to the biography of men whose personality and mental endowments are still a joy to the Literary World. But every unknown John or Robert prefers his own expressions of affection, and every right-minded Fanny or Jean attaches more value to the individuality of those expressions than to the most perfect models of rhetorical form and epistolary style. To quote a clever wag : "In writing a love letter no one needs to be told what to say, nor wants to know what has been said when finished."

Rules for rhetoric, orthography, and punctuation have also been omitted as extraneous to the particular subject of established custom and present use in form and style. If the

## *The Etiquette of Correspondence*

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suggestions and explanations within these pages have helped to answer the questions, "How shall I present my ideas," not "How shall I express them," the purpose of the volume has been accomplished.

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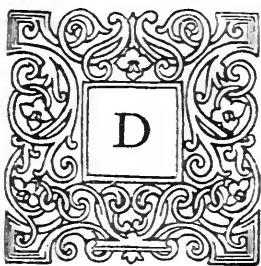
## Chap. Fourteen

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### POSTAL REGULATIONS

*Condensed from the "United States Official Postal Guide."*

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**ON'T.**— Don't deposit in nor send to the post-office any letter or package until you have made sure that it is plainly and correctly addressed, and that the proper postage is prepaid.

**DON'T.**— Don't mail your letter or valuable package without having your own address written or printed on the upper left-hand corner. If this is done it will be returned, or you will be notified, in case of non-delivery, and will thus prevent its being sent to the Dead Letter Office. In the case of matter other than the first class, it is recommended that the form of request for return be as follows: "If undeliverable, Postmaster please notify (here insert name of sender), who will send stamps for return."

Domestic mail matter is divided into four classes,— first, second, third, and fourth class

# *The Etiquette of Correspondence*

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matter,— and includes all matter deposited in the mails for city delivery, or transmission from one post-office to another within the United States.

## FIRST CLASS

*First Class Matter* embraces letters sealed or unsealed, and all matter wholly or partly in writing (except manuscript accompanied by proof-sheets or corrected proof-sheets), and all articles sealed or otherwise closed against the inspection of postmasters. An exception to this are proprietary articles, such as pills, powders, etc., put up in original trade packages. Matter produced by the typewriter and letterpress are subject to letter postage. Reproductions in imitation of the typewriter, or of handwriting, if presented at post-office windows in the minimum number of twenty identical copies, are third class matter. If mailed in less number, or elsewhere than at post-office windows, they are first class.

*Postage* on first class matter is two cents an ounce or fraction of an ounce, and one full rate (two cents) must be prepaid to insure despatch. There is no limit to the *weight*,

## *The Etiquette of Correspondence*

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*size, or shape of first class matter.* Valuables should be registered. Fee, eight cents.

*Postal Cards, Ordinary.* — The postage of one cent is paid by the stamp impressed, and no further payment is necessary.

*Postal Cards, Double (or reply).* — Consist of two attached cards,—one for the original message, the other to be detached and used for reply by the person addressed. The price of the double card is two cents.

*Private Mailing Cards.* — The use of Private Mailing Cards bearing written messages at the postage charge of one cent each was authorized by Congress, May 16, 1898. Full particulars of the conditions applicable to the use of these cards will be furnished on written or personal application to the Assistant Postmaster, Room 2, Post Office, New York.

In using postal cards nothing but the name, address, and occupation or business of the person to whom they are going should be written or printed on the address side, except that which is required by law to be printed on private mailing cards. It is not permitted to gum, paste, or attach anything to them besides an address tag or label. They are unmailable

# *The Etiquette of Correspondence*

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as postal cards when these conditions are disregarded, or when they are mutilated by reduction in size or otherwise. Postal cards are not exchangeable or redeemable under any circumstances.

## **SECOND CLASS**

*Second Class Matter* embraces newspapers, magazines, and other periodical publications that are regularly issued at stated intervals as frequently as four times a year, and not designed primarily for advertising purposes, nor for free circulation or circulation at nominal rates.

*Postage*, when mailed by the publisher or a news agent, is one cent a pound. When mailed by others, the rate is one cent for each four ounces or fraction thereof.

*Weight.* There is no limit to the *weight* or *size* of packages of second class matter.

*Permissible Writing* is limited to the name and address of the person to whom the matter is sent and the name and address of the sender, and the words "marked copy," to designate a marked word or passage to which it is desired to call attention.

# *The Etiquette of Correspondence*

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*Permissible Printing* is subjected to the same restrictions as permissible writing. Publishers and news agents are allowed more latitude in the matter of printed and written additions than is extended to the public.

## THIRD CLASS

*Third Class Matter* embraces all printed matter generally. Printed matter is defined by law to be a reproduction upon *paper* by any process except that of handwriting of any words, letters, characters, figures, or images, or any combination thereof not having the character of actual and personal correspondence. Typewriting is considered the same as handwriting. Reproductions by mechanical process in imitation of handwriting and the typewriter, when presented at post-office windows in the minimum number of twenty identical copies, are mailable as third class matter. If mailed in smaller numbers or elsewhere than at post-office windows, they are subject to letter rates. The following articles, though bearing printing, are subject to fourth class rates,— one cent for each ounce or fraction thereof: Bill-

## *The Etiquette of Correspondence*

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heads, blotters, letter heads, paper patterns, paper sacks, and playing cards.

*Circulars.* — A circular is defined to be a printed letter which, according to internal evidence, is being sent in identical terms to several persons. The following writing is permissible: The date of the circular, the name of the addressee, and the name of the sender. Typographical errors may be corrected. But to write or handstamp in the body of a circular a date, name, or anything else, renders it a personal communication, and therefore subject to letter rates of postage.

*Postage* on third class matter, including circulars, is one cent for each two ounces or fraction thereof. *Full prepayment* is compulsory.

*Weight.* — A single package of third class matter must not exceed four pounds. There is no limit of weight on single books. There is no limit to the *size or shape* of third class matter.

*Wrapping.* — Packages of third class matter must be so wrapped that the contents may be easily examined by postmasters without injury to the wrappers.

*Permissible Writing.* — In or on any article of the third class, or on the wrapper thereof,

## *The Etiquette of Correspondence*

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besides the address, may be written the name, address, and occupation of the sender, preceded by the word "From." Words, or portions of printed matter, may be marked (except by written or printed words) to call attention to them. Typographical errors may be corrected. Books and other printed matter may bear a written dedication or inscription not of a personal nature. Such as the following are permissible : "With the compliments of," "Merry Christmas," etc. It is permissible and important to write, or have printed, on the wrappers the name and address of sender, with a request to be notified in case of non-delivery, as third class matter will not be returned or forwarded except on *prepayment* of new postage. Any writing in addition to above will subject this class of matter to letter postage,—two cents and one-half cent or fraction thereof.

*Permissible Printing.*—Any printing not of a personal character is permissible, provided reasonable space is left for the address and stamps. Valuables should be registered. Fee, eight cents.

*Seeds, bulbs, roots, scions, and plants* are by special Act of Congress mailable at the same rates of postage as third class matter.

# *The Etiquette of Correspondence*

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## **FOURTH CLASS**

*Fourth Class Matter* embraces merchandise, samples, and, in general, all articles (not in themselves unmailable) which are not included in the first, second, or third class.

*Postage* is one cent an ounce or fraction of an ounce. *Full prepayment* is compulsory.

*Weight* of fourth class matter is limited to four pounds. There is no limit to the *size* or *shape* of fourth class matter.

*Wrapping*.— Packages of fourth class matter must be so wrapped that the contents thereof may be easily examined by postmasters without injury to the wrapper. “Sealed against inspection” does not apply to merchandise sealed in its simplest commercial form, such as pills, powders, and other proprietary articles, and cigars in boxes sealed by revenue stamps, provided the articles are in other respects mailable.

*Permissible Writing*.— In or on matter of the fourth class may be written any marks, numbers, names, or letters, for the purpose of description, as in the case of samples of merchandise to indicate prices, etc. On the out-

## *The Etiquette of Correspondence*

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side or wrapper of the package, besides the address, may be written the sender's name, occupation, and address, preceded by the word "From," with a request to be notified in case of non-delivery, as fourth class matter will not be returned or forwarded except on payment of new postage. Any additional writing will subject this class of matter to letter postage.

*Permissible Printing.* — Any printing not personal in its nature in or on such matter is allowable, but sufficient space must be left for the address and stamps. Valuables should be registered. Fee, eight cents.

### MAIL MATTER OF DIFFERENT CLASSES IN SAME PACKAGE

When articles belonging to different classes of mail matter are included in the same package, the postage on the package is charged at the rate which would apply if its entire contents were of the class on which the highest rate is payable by law; but a blank or printed envelope, or a blank or *printed* postal card, may be enclosed in a package of third class matter for reply without subjecting the package to a higher rate of postage.

## *The Etiquette of Correspondence*

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To enclose or conceal any matter of a higher class in that of a lower class, and deposit the same for mailing at a less rate than would be charged for both such higher and lower class matter, is punishable by a fine of \$10 for every such offence.

### **MISCELLANEOUS SUGGESTIONS TO THE PUBLIC**

All mail matter at large post-offices is necessarily handled in great haste, and should therefore in all cases be so PLAINLY addressed as to leave NO ROOM FOR DOUBT AND NO EXCUSE FOR ERROR on the part of postal employees. Names of States should be written in full (or their abbreviations very distinctly written) in order to prevent errors which arise from the similarity of such abbreviations as Cal., Col.; Pa., Va., Vt.; Me., Mo., Md.; Ioa., Ind.; N. H., N. M., N. Y., N. D., N. J., N. C., D. C.; Miss., Mass.; Penn., Tenn., etc., etc., when hastily or carelessly written. This is especially necessary in addressing mail matter to places of which the names are borne by several post-offices in different States. The street and number (or box number) should form part of the address

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of all mail matter directed to cities. In most cities there are many persons and even firms bearing the same name.

Never send letters containing money or valuables by mail without registering them, and never send bank-notes or gold or silver money at all if you can procure a check, draft, or money order.

Before posting a letter or package, care should be taken to see that the postage is fully prepaid, and that the name and address of the sender are *written or printed on the cover*.

*Letters*, and packages prepaid at letter rates, will be returned (after thirty days) to the senders if undeliverable, when bearing the printed or written name and address of the sender, even though a *request* for such return does not appear thereon; and if a request is made to return within a specified time, if undeliverable, it will be complied with. But no undeliverable package of second, third, or fourth class matter will be returned, although it bears the name and address of the sender, without prepayment of new postage. Such matter should bear request of sender to be notified in case of non-delivery.

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Novel and eccentric forms of direction on mail matter should be avoided, such, for instance, as reversing in the superscription the usual order of the State, city, and person named. All such departures from established custom only tend to confuse and embarrass the operations of the clerks, and are liable to result in errors and delay.

“Local” names that are not those of the post-offices where delivery is desired, and names of private country residences and villas, should be carefully omitted from addresses of correspondence intended for prompt transmission by mail. Fanciful additions should not be made to the names of post-offices, as they are apt to mislead and confuse assorting clerks, and so cause errors.

Business cards and requests to return if not delivered, and postage stamps, should not be placed on the *backs* of letters. As a rule the address sides only of letters are examined in post-offices, and any notice or instruction intended for the guidance of the post-office should be placed where it will most readily and easily be observed.

Persons or firms changing or intending to  
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change their place of residence or business should promptly notify the postmaster, and should also advise their correspondents, and the publishers of newspapers and periodicals to which they are subscribers, of their change of address.

In the delivery of circulars and other similar printed matter, the same care is exercised as in the case of letters; but experience has shown that such matter, after having been properly delivered, is frequently retained, cast aside, or destroyed by servants and messengers and never reaches the hands of their employers. This fact has often led to unjust complaints of the non-delivery of unsealed circulars and printed postal cards by the post-office. Attractive illustrated newspapers, catalogues, calendars, etc., are often appropriated after delivery by others than those to whom they are directed.

Mail matter that has been returned to the sender as undeliverable or unmailable on account of defective addresses, insufficient prepayment, or otherwise, should not be remailed in the same envelope or wrapper bearing the marks originally affixed by the post-office to show

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the cause of its return, as this practice is liable to cause its second return.

Articles liable to damage through the pressure and friction incident to transportation by mail should, when sent by post, be protected against such injury by being securely wrapped or enclosed. Fragile articles enclosed in thin pasteboard boxes will probably reach their destination in bad condition, unless this caution is heeded, especially when addressed to places at a distance. Paper used for the wrappers of packages sent by mail should be of substantial texture and good quality, otherwise there is danger that wrappers may be torn, and the address or contents lost. In every large mail that arrives (especially in those from abroad), numbers of books, pamphlets, and other articles are found disconnected from their wrappers, owing to the neglect of the senders to properly secure the same.

Mail matter intended for persons temporarily residing in New York, as guests in private families, should be addressed in the care of their hosts, otherwise servants, janitors, etc., to whom they are unknown, may refuse to receive it.

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Senders of packages of third or fourth class matter should be careful to write or print their own names and addresses (preceded by the word “From” *on the same side* of the wrapper as that on which the direction is written, but not to make it so conspicuous as the latter), as otherwise the package may be erroneously returned to themselves as the addressees.

When mail matter directed to a name that is repeated twice or oftener in the directory bears no street address, nor any other indication that may serve as a guide in its delivery, the post-office does not undertake to decide as to its ownership. When it bears the name and address of the sender, it is returned to him with request to furnish a definite address.

Avoid using sealing-wax on the covers, as letters so sealed often adhere to each other, and the addresses of the articles are destroyed by the tearing of the covers in the attempt to separate the articles. See that postage stamps affixed to the covers of articles of printed matter do not adhere also to the articles themselves, thus virtually sealing the packages, and thereby subjecting them to additional postage, at the letter rate, on delivery.

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*Registration.*—Any article of mail matter, except those addressed under initials, or with the address written with a pencil, may be registered, subject to full prepayment of the postage upon the article according to its nature, in addition to the registration fee.

## SPECIAL RATES AND CONDITIONS APPLYING TO SHANGHAI, CHINA

Articles of every kind and nature which are admitted to the United States domestic mails are admitted to the mails exchanged between the United States and the United States Postal Agency at Shanghai, China; subject, however, to the following rates of postage, which must be prepaid on all articles, except official correspondence in "penalty" envelopes.

First class matter, five cents for each one-half ounce or fraction of one-half ounce.

Postal card, single, two cents each; double, four cents each.

Second and third class matter, and *samples* of merchandise not exceeding eight ounces in weight, one cent for each two ounces or fraction of two ounces. No limit of weight on single books.

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Fourth class matter (miscellaneous goods or merchandise), one cent for each ounce or fraction of an ounce; limit of weight, four pounds.

Registration fee, eight cents; no additional charge for return receipt.

Articles other than letters *in their usual and ordinary form* must not be closed against inspection, but must be so wrapped and enclosed that they may be readily and thoroughly examined by postmasters and customs officers.

Articles addressed for delivery at the following places in China, viz.:—

Cheefoo (or Yan-tai),	Kaiping,	Shanghai,
	Kalgan,	Taku,
Chin Kiang,	Kiukiang,	Tientsin,
Chung King,	Nanking,	Wenchow,
Foochow,	Newchwang,	Wuchang,
Hankow,	Ningpo,	Wuhn,
Hung Chow,	Ourga,	Yentai (or Chee-foo),
Ichang,	Peking,	

are transmissible in the mails for the U. S. Postal Agency at Shanghai, but at places other than Shanghai additional charges for postage may be made on delivery.

## SPECIAL RATES AND CONDITIONS APPLYING TO CANADA AND MEXICO

*Canada.* — Articles of every kind or nature which are admitted to the domestic mails of either country are admitted at the same postage rates and under the same conditions to the mails exchanged between the two countries : except that plants, seeds, etc., are subject to the postage rate of one cent an ounce ; that “*Commercial papers*” and *samples of merchandise* are transmissible at the same postage rates and under the same conditions as apply to them in mails to other foreign countries — though goods and merchandise *not* samples may be sent in packages, not over four pounds in weight, for one cent per ounce ; and that articles other than *letters in their usual and ordinary form* are excluded from the mails unless they are so wrapped and enclosed as to permit their contents to be *easily* examined by postmasters or customs officers ; and except also the following articles, the transmission of which is absolutely prohibited under any circumstances, *viz.* :

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All sealed packages which, from their form and general appearance, *evidently are not letters*.

Publications which violate the copyright laws of the country of destination; packets (except single volumes of printed books and packages of second class matter) which exceed four pounds six ounces in weight; poisons, explosive or inflammable substances; live or dead (not dried) animals, insects, and reptiles (except queen bees and their attendant bees), fruits and vegetables which quickly decompose, and substances which exhale a bad odor; lottery tickets or circulars, Police Gazettes; all obscene or immoral articles, and other articles which may destroy or damage the mails, or injure the persons handling them.

All articles are required to be *fully* prepaid with postage stamps, at the rate of postage applicable to similar articles in the domestic mails of the country of origin, and are required to be delivered free of postage to addresses in the country of destination; except that *letters* upon which only one rate of postage has been prepaid are required to be forwarded, any deficiency being collected on delivery.

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*Mexico.*—All articles of every kind and nature which are admitted to the domestic mails of either country will be admitted under the same conditions to the mails exchanged between the two countries; *except* that articles of miscellaneous merchandise (fourth class matter), not sent as *bona-fide* trade samples, are required to be sent by “Parcels Post,” and that *commercial papers* and *bona-fide* trade samples are transmissible in the regular mails at the postage rate and subject to the conditions applicable to those articles in Postal Union Mails; and except also the following articles, the transmission of which is absolutely prohibited under any circumstances, viz.: Sealed packages which, from their form and general appearance *evidently are not letters*; publications which violate the copyright laws of the country of destination; packets, except single volumes of printed books, which exceed four pounds six ounces in weight; poisons, explosive or inflammable substances; live or dead (not dried) animals, insects (except bees) and reptiles; fruit and vegetables which quickly decompose, and substances which exhale a bad odor; lottery tickets or circulars; all obscene

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or immoral articles ; and other articles which may destroy or damage the mails, or injure persons handling them. *Matter addressed to Mexico must, in all cases, bear as part of the address the name of the State in which the city or town is located.* For example : Acapulco *Guerrero*, Mexico, not Acapulco, Mexico.

### RATES AND GENERAL REGULATIONS APPLYING TO OTHER FOREIGN COUNTRIES

*Postal Cards* — single or with paid reply — must be forwarded without cover.

Each half of a double post card is a complete post card ; but, in the event of the reply-half of a double post card issued by any country being sent by mail to an addressee in a country other than that which issued the card, it is required to be treated as an *unpaid* letter, and postage collected of the addressee accordingly.

The face of a post card (single or double) is reserved for postage stamps, post-marks and the address, which may be made either in writing, printing, or by means of a hand stamp or an adhesive label ; but the sender may also, in the same manner, indicate his name and

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address either on the face or back of a post card, and he may also place his name and address on the reply-half of a double post card. Engravings or advertisements may be printed on the back of post cards, and on the front when they do not interfere with a perfectly distinct address.

The United States two-cent postal cards should be used for card correspondence with foreign countries (except Canada and Mexico, to which countries the one-cent card is transmissible); but where these cards cannot be obtained it is allowable to use for this purpose the United States one-cent postal card, with a one-cent United States adhesive postage stamp attached thereto.

### *Dutiable Articles Received in Foreign Mails.*

— Customs officers are assigned to duty at the New York Post-Office for the seizure of dutiable articles arriving in the mails from foreign countries. All *unsealed* packages containing such articles are seized by them, and when letters, *sealed* packages, or packages the wrappers of which cannot be removed without destroying them, are received in the United

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States from a foreign country, and there is reason to believe they contain articles liable to customs duties, the customs officers are notified of the receipt of such letters or packages, and their several addresses ; and if any letter or package of this character be addressed to a person residing within the delivery of this office, the addressee thereof is notified that such letter or package has been received, and is believed to contain articles liable to customs duties, and that he must appear at the office of the customs examiners in the post-office building within a time not exceeding twenty days from the date of said notice, and receive and open said letter or package in their presence.

All *books* received here from foreign countries addressed for delivery at any point within the United States are, under instructions of the Treasury and Post-Office Departments, placed in the custody of customs officers for examination and appraisement, and are forwarded by them by mail, charged with duties (when found to be dutiable) to be collected by the Post-master at the office of delivery. Complaints of supposed overcharges or of any other irregularity in connection with customs duties should be

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addressed to the “Collector of Customs, New York,” *and not to the Postmaster*, who has no authority to review or amend the action of the customs officers. All books, when returned to this office by the customs examiners, are promptly forwarded to their respective destinations. The packages will be found to bear two post-marks,— one indicating the date of *original* receipt here, and the other the date on which they were *returned* by the customs officers for mailing.

When dutiable book packages are addressed for delivery in this city they are forwarded to the different Stations or held at the General Post-Office, and the addressees notified to call for and receive them on payment of duties and of any additional postage that may be due thereon.

*Prohibited Articles.*— It is forbidden to send by mail to foreign countries: 1. Letters or packets containing gold or silver substances, jewelry, or precious articles, except to Mexico, Germany, and the German Protectorates, British Colonies of Hong Kong, Sierra Leone, Falkland Islands, Bermuda, Gibraltar, Malta,

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Labuan, Lagos, Montserrat, Gambia, and the Straits Settlements. 2. Any packet whatever containing articles liable to customs duty in the countries addressed, except Canada and Mexico, and articles forwarded by Parcels Post. 3. Articles other than letters which are not prepaid at least partly, or which do not fulfil the conditions required in order to enjoy the reduced rate. 4. Articles of a nature likely to soil or injure the correspondence. 5. Packets of samples of merchandise not fully prepaid at letter rates, which have a salable value, or which exceed 350 grams (12 ozs.) in weight, or measure more than 30 centimeters (12 inches) in length, 20 centimeters (8 inches) in breadth, and 10 centimeters (4 inches) in depth, except that when in the form of a roll a package of samples may measure not to exceed 30 centimeters (12 inches) in length, and 15 centimeters (6 inches) in diameter. Packets of commercial papers and printed matter of all kinds, not fully prepaid at letter rates, the weight of which exceeds 2 kilograms (4 lbs. 6 ozs.) or the dimensions of which exceed 45 centimeters 18 inches in any direction *except* when in the form of *rolls* which do not exceed 75 centi-

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meters (30 inches) in length by 10 centimeters (4 inches) in diameter. 6. Poisons, explosives, and inflammable articles, animals dead or alive, insects, reptiles, fruit or vegetable matter liable to decomposition, substances exhaling a bad odor. 7. Books, prints, or other articles of obscene and indecent character, letters, circulars, etc., concerning lotteries. 8. Postal cards or letters addressed to go around the world.

The following articles, when addressed to the countries named, are absolutely unmailable, — the laws of those countries forbidding their importation by mail : —

*To Belgium.* — Articles of miscellaneous merchandise not *bona-fide* trade samples.

*To Canada.* — (a) Letters not prepaid, one rate — two cents. Articles, other than letters in their usual and ordinary form, which are wrapped so that their contents cannot be *easily* examined.

(b) Other exchangeable mail matter not fully prepaid.

(c) Police Gazettes ; “Police News ;” and publications which violate the copyright laws of Canada.

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*To Denmark.* — Articles resembling postage stamps or postal cards.

*To France.* — Tobacco in any form.

*To Great Britain.* — (a) Packages of manufactured tobacco of any kind whatever, including cigars, cigarettes, and snuff; also packages of unmanufactured tobacco which exceed four ounces, gross weight.

(b) Printed matter relating to bets.

*To Greece.* — Plants in general (including roots, hay, fresh fruits, and vegetables), and fertilizers.

*To Hungary.* — Articles of clothing of all kinds — including hats, underclothes, and *pairs* of shoes, gloves, etc.

*To Italy.* — (a) Living plants or any living portion of a vegetable, such as branches, bulbs, or roots.

(b) Samples of tobacco.

(c) Samples of raw or spun silk in excess of one hundred grams (three and one-half ounces) weight.

(d) Correspondence relative to lotteries.

*To Mexico.* — (a) Letters not prepaid one rate — two cents. Articles other than letters in their usual and ordinary form, which are

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wrapped so that their contents cannot be *easily* examined.

(b) Other exchangeable matter not *fully* prepaid.

(c) Publications which violate the copyright laws of Mexico.

(d) Merchandise other than *bona-fide* trade samples, unless sent by "Parcels Post."

(e) Bank-notes, drafts payable to bearer, money, jewelry, precious stones; subject to a fine of twenty per cent of the value of the articles.

*New South Wales.* — Opium and tobacco, whether manufactured or not, and whether *bona-fide* trade samples or not.

*To Roumania.* — Plants, such as trees, shrubs, bulbs, roots, etc.

*To Russia.* — (a) Newspapers and other political publications, unless addressed to members of the reigning imperial family, ministers of the Empire, or members of the diplomatic corps, or subscribed for at Russian post-offices.

(b) Non-political publications, except those subscribed for at Russian post-offices or addressed to the Public Imperial Library, the

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Academy of Sciences, the higher education establishments, or established book-stores.

(c) Books in the Russian language published elsewhere than in Russia.

(d) Pasteboard drawing models.

(e) Russian paper money.

*To Sweden.* — Pasteboard drawing models.

*To Spain.* — (a) Reproduction of the hydrographic maps published by the Spanish Ministry of Marine.

(b) Missals, breviaries, and other liturgical books pertaining to the Catholic religion.

(c) Works of Spanish authors reproduced abroad in contravention of the law respecting intellectual property.

(d) Samples of cloths, textile fabrics, felt, and colored paper which measure more than sixteen inches square, and which have not cuts at least eight inches long across their width.

*The Republic of Colombia.* — Books and non-periodical publications which, to judge from their number, are not intended for the personal use of the persons to whom they are addressed, but are intended for sale and are consequently liable to customs duties upon entering the Republic of Colombia.

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*The South African Republic.* — Papers relative to lotteries.

*Venezuela.* — “Samples” having a salable value will not be delivered to addressees even upon payment of customs duties.

*Liquids, etc., in Foreign Mails.* — *Samples of liquids, fatty substances and powders, whether coloring or not (except such as are dangerous, inflammable, explosive, or exhale a bad odor), and also live bees, specimens of natural history, and articles of glass, are admitted to the mails exchanged between the United States and to the mails they exchange with the other countries of the Universal Postal Union, provided said samples conform to the following conditions, viz. : (1) Liquids, oils, and fatty substances which easily liquefy, must be placed in thick glass bottles hermetically sealed ; the bottles must be packed in a wooden box, which can be opened without withdrawing tacks, nails, or screws, containing sufficient spongy matter to absorb the contents if the bottle should break, and this wooden box must be enclosed in a case of metal or wood, with a screw top, or of strong and thick leather, in order that it may be easily opened for examination of the con-*

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tents. If perforated wooden blocks are used measuring at least 1.10 inches in the thinnest part sufficiently filled with absorbent material and furnished with a lid, it is not necessary that the blocks should be enclosed in a second case. (2) *Fatty* substances which do *not* easily liquefy, such as ointments, resin, etc., must be enclosed in a box or bag of linen, parchment, etc., and then placed in an outside box of wood, metal, or strong, thick leather. (3) *Dry powders*, whether coloring or not, must be enclosed in boxes or stout envelopes, which are placed in an outside bag of linen or parchment.

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# Some Useful Hints

IN RELATION TO CORRESPONDENCE

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*Careful attention to these matters mark the well-bred and refined letter writer.*

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EVER use scented paper, eccentric shapes in note sheets and envelopes, odd or glaring colors, ruled or plaid paper, soiled or mismatched sheets and envelopes, fancy colors in ink or wax, conspicuous monograms or address dies, manufactured crests or coat of arms.

Never crowd together the date, address, and salutation in the beginning, nor the date, address, and signature in the closing of a letter.

Avoid the slovenly habit of running a word, or part of a word, down the margin of the page, instead of writing it on the next line.

Be careful in separating words to space them evenly, that too many may not be on one line, and too few on another.

Try to keep a narrow margin on each side of the note or letter page, except in long, familiar letters where all the available space is needed.

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Date all notes and letters, unless they are short and informal in character. In business and family letters place the date and address at the head of the page. In social notes place the date and house address after the signature, in the lower left-hand corner. The date of the year — when used — should be in figures, not written out in full.

Do not fail to have some form of salutation at the beginning of a letter.

Do not begin a sentence without a subject, as: "Have meant to write to you before, but was delayed;" or, "Would like to hear from you very soon," — an ambiguous form as uncomplimentary as it is ungrammatical.

Avoid the use of meaningless adjectives and gushing terms of affection, as well as the introduction of slang phrases and expressions. Written words are sometimes very unpleasant witnesses.

Be careful to write the word "yours" after the closing phrases, "Affectionately," "Very sincerely," "Very cordially," "Very truly," etc.

Do not underline words and sentences for emphasis, nor fill the first page or two of a

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letter with apologies and long prefaces of explanation.

Do not leave the most important item for a postscript.

Do not use abbreviations or initials in a social note or letter. They belong to the concise forms of business communications.

Avoid flourishes and peculiar and striking capitals in the signature. They are an evidence of vanity and vulgarity, not of individuality and character, as is sometimes imagined.

Never add a title to the signature at the end of a letter, as : "Mrs. Jones," "Miss Jones," or "William Jones, Esq."

Do not send a blotted, blurred, illegible letter, nor one with pages crossed and re-crossed.

In writing the superscription on the envelope, be careful to place the address neither too high nor too low, nor crowded into one corner.

Be sure the envelope is right-side up and the stamp carefully placed in the upper right-hand corner ; not only for the neat appearance of the envelope, but also for the convenience of the post-office clerk.

Do not write the words "Present," "Addressed," "En Ville," or "Town" on an

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envelope in lieu of the address. It is a custom no longer followed. The letters or abbreviations "st," "th," "nd," after ordinal numbers are often omitted in an address,— "18 West 52 Street," "13 East 35 Street," "12 West 34 Street."

In answering invitations, it is good form to consider these unwritten laws:—

Answers to formal invitations should be worded in accordance with the form of the invitation.

It is considered more courteous and friendly to give a reason for non-attendance, than to write a mere formal note of "regret."

An invitation should never be answered on a postal card or a visiting card, on business paper, nor on a half-sheet of note paper.

An answer should always be addressed to the person in whose name the invitation is given.

In the case of a joint note of invitation from a husband or wife, or from several members of a family or household, the answer should contain an allusion to each and all; but the envelope should be addressed to the senior, if

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in a family; to the wife alone, if in the name of a husband and wife.

An invitation to a dinner or luncheon requires an immediate answer; but invitations to weddings, receptions, balls, and evening entertainments require no answer in acceptance, unless a request for one has been made. Written regrets should be sent within three or four days after the receipt of the invitation.

Should any unforeseen occurrence prevent attendance at the last moment, an explanation should be sent the next day.

Should it be necessary to send "regrets" for an invitation to a wedding or wedding reception, it is customary — if at a distance — to send a double set of cards. For cards of announcement, to return cards, two for a man, and one for a woman.

In writing a letter of request to a stranger or mere acquaintance, it is good form always to enclose a postage stamp. One should hesitate to impose, except upon a relative or intimate friend, any pecuniary obligation.



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# ABBREVIATIONS

## RELATIVE TO LITERARY MATTER

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Abbr., Abbreviated	Eccl., Ecclesiastes
Abr., Abridged	Eccl. Hist., Ecclesiastical History
Ad lib. ( <i>ad libitum</i> ), at pleasure	Ed., Edition, Editor
A. S., Anglo-Saxon	Eds., Editors
Anon., Anonymously	E. E., Errors excepted
Ans., Answer	E. G. or e. g. ( <i>exempli gratia</i> ), for example
Art., Article	Ency., Encyclopædia
Arr., Arrived	Ent., Entomology
App., Appendix	Ep., Epistle
Bk., bks., Book, books	Eph., Ephesians
Bd., Bound	Esd., Esdras
Bds., Bound in boards. (Half-bound, hf.-bd.)	Esth., Esther
Cap., Caps., Capital, capitals	E. T., English translation
S. Caps., Small capitals	Etc. or &c. ( <i>et cetera</i> ), and so forth
Chap., Chapter	Et seq. ( <i>et sequentia</i> ), and what follows
Cf. ( <i>confer</i> ), compare	Ex., Example, Exodus
Chron., Chronicle	Exod., Exodus
Col., Colossians	Ez., Ezra
Com. Ver., Common Version	Ezek., Ezekiel
Conj., Conjunction	Fem. or f., Feminine
Cor., Corinthians	Fig., Figure
Cor. Sec., Corresponding Secretary	Fo. or fol., Folio
Cur., Current (this month)	Gal., Galatians
Cyc., Cyclopædia	Geog., Geography
Deriv., Derivative	Geol., Geology
Deut., Deuteronomy	Geom., Geometry
Dict., Dictionary	Gram., Grammar
Diss., Dissertation	Hab., Habakkuk
Do., ( <i>ditto</i> ), same as before	Hag., Haggai

H. E.

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H. E. or h. e. ( <i>hoc est</i> ), that is, ( <i>hic est</i> ) this is	M. (meridian), noon
Heb., Hebrews	Macc., Maccabees
Her., Heraldry	Mag., Magazine
Hist., History	Mal., Malachi
Hos., Hosea	Marg. trans., Marginal trans- lations
Ibid. or Ib. ( <i>ibidem</i> ), in the same place	Masc., Masculine
Id. ( <i>idem</i> ), the same	Math., Mathematics
I. E. or i. e. ( <i>id est</i> ), that is	Matt., Matthew
Imp. t., Imperfect tense	Mem. ( <i>memento</i> ), remember
Incog. ( <i>incognito</i> ), unknown	Mem., Memorandum
Indic., Indicative	Met., Metaphysics
Infin., Infinitive	Meteor., Meteorology
In loc. ( <i>in loco</i> ), in the place	Mic., Micah
Inst., Instant, or present month	Min., Mineralogy
Interj., Interjection	Mod., Modern
In trans. ( <i>in transitu</i> ), on the passage	MS., MSS., Manuscript, Man- uscripts
Isa., Isaiah	Myth., Mythology
Itin., Itinerary	Nah., Nahum
Intro., Introduction	N. B. ( <i>nota bene</i> ), take notice
Jer., Jeremiah	Neh., Nehemiah
Jno., John	Nem. con. ( <i>nemine contra- dicente</i> ), unanimously
Jo., Joel	Neut., neuter
Josh., Joshua	New Test., N. T., New Tes- tament
Jour., Journal	No. Nos. ( <i>numero</i> ), number, numbers
L. or lib. ( <i>liber</i> ), book	Nom., Nominative
Lam., Lamentations	N. u., Name unknown
Lat., Latin	Obad., Obadiah
Lev., Leviticus	Obj., Objective
Lib., Library, Librarian	Obs., Observation
l. c., lower case ( <i>in type</i> )	O. T., Old Testament
Lit., Literature	Oxon. ( <i>Oxonia</i> ), Oxford
Lit., lit., literally	P., p., pp., Page, pages
L. S. ( <i>locus sigilli</i> ), place of the seal	Par., ¶, Paragraph
LXX., The Septuagint	Payt.,

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Payt., Payment	Rel. pron., Relative pronoun
Per an., By the year	Rem., Remark
Perf., Perfect	Rhet., Rhetoric
Pet., Peter	R. S., Right side
Phys., Physics	Rev., Review
Pl., pl., Place or plate	Sam., Samuel
pl. or plur., plural	Sax., Saxon
P. M. ( <i>post meridiem</i> ), after- noon	Sec., Secretary, Section
P. S., Postscript	Sept., Septuagint
Pop., Population	Sing., Singular
Pos., Possessive	Skr., Sanscrit
Pp., Past participle	Sld., Sailed
P. p. c. ( <i>pour prendre congé</i> ), to take leave	S. of Sol., Song of Solomon
Pref., Preface	Sqr. or sq., Square
Prep., Preposition	SS. or ss. ( <i>scilicet</i> ), to wit, namely
Prob., Problem	Subj., Subjunctive
Pron., Pronounced	Subst., Substantive
Prop., Proposition	Sup. or Supp., Supplement
Pro tem. ( <i>pro tempore</i> ), for the time	Sup., Superfine
Prox., next, or of the next month	Syn., Synonym
Ps., Psalm or Psalms	Text rec., Received text
Pub., Published, Publisher	Thess., Thessalonians
Pub. doc., Public document	Tr., Translation, transpose
Ps. v., Post village	Typ., Typographer
Ques., Qu., Question	Ult. ( <i>ultimo</i> ), Last, of the last month
Q. D. or q. d. ( <i>quasi dicat</i> ), as if he should say	V., Verb, Ver., Version
Qm. ( <i>quomodo</i> ), by what means	Ver., Verse
Qr., Quarter	V. G. or v. g. ( <i>verbi gratia</i> ), for example
Qu., Qy., or q., Query	V. A., Verb active
Q. V. or q. v. ( <i>quod vide</i> ), which see	V. int., Verb intransitive
Rec., Recipe	Viz. ( <i>videlicet</i> ), to wit, namely
Rec <sup>d</sup> ., Received	Vo. ( <i>verso</i> ), left-hand page
Recpt., Receipt	Vol., Vols., Volume, volumes
Rec. Sec., Recording Secretary	Vs. ( <i>versus</i> ), against

# The Etiquette of Correspondence

V. tr., Verb transitive	Yr. B., Year book
Vul., Vulgate	Y <sup>e</sup> , the
w. f., wrong font (type)	Y <sup>m</sup> , them
Xmas., Christmas	Yr., Year, your
Xn., Christian	Yrs., Yours
	Zech., Zechariah
	Zoöl., Zoölogy

## TITLES

### Degrees —

Bachelor of Arts, A.B. or  
B.A.  
Master of Arts, A.M. or  
M.A.  
Bachelor of Divinity, B.D.  
Doctor of Divinity, D.D.  
Doctor of Divinity, S.T.D.  
*(Sancta Theologiae Doctor)*  
Bachelor of Laws, LL.B.  
Master of Laws, M.L.  
Doctor of Laws, LL.D.  
Doctor of Civil Law, D.C.L.  
Doctor, Dr.  
Doctor of Medicine, M.D.  
Doctor of Dental Surgery,  
D.D.S.  
Bachelor of Philosophy, Ph.B.  
Doctor of Philosophy, Ph.D.  
Master of Science, M.S.  
Bachelor of Science, B.S.  
Doctor of Letters, Lit.Dr.  
Doctor of Polite Literature,  
L.H.D. (*Literarum Humaniorum Doctor*)  
Doctor of Music, D.M. or  
Mus.Dr.  
Civil Engineer, C.E.  
Military or Mechanical Engineer, M.E.

### In the Church —

Archbishop, Archbp.  
Bishop, Rt. Rev. Bp.  
Priest, Rev.  
Minister, Rev.  
Deacon, Dea.

### Government —

President, Pres.  
Vice President, V. Pres.  
Chief Justice, C.J.  
Justice, Jus.  
Honorable, Hon.  
His Excellency, H. Exc.  
Esquire, Esq.  
Postmaster, P.M.  
Attorney General, Atty. Gen.  
Chancellor, Chanc.  
Provost, Prov.  
Rector, Rect.  
Registrar, Reg.  
Librarian, Lib.  
Professor, Prof.

### Military Titles —

General, Gen., Gen'l  
Lieutenant General, Lt. Gen.  
Major General, Maj. Gen.

Brigadier

# *The Etiquette of Correspondence*

Brigadier General, Brig. Gen.	Commandant, Comdt.
Colonel, Col.	Navigator, Nav.
Lieutenant Colonel, Lt. Col.	
Major, Maj.	
Captain, Capt.	
First Lieutenant, 1st Lieut.	<i>Diplomatic</i> —
Second Lieutenant, 2nd Lieut.	Envoy Extraordinary and
Adjutant General, Adj. Gen.	Minister Plenipotentiary, E.E.M.P.
Assistant Adjutant General,	Minister Plenipotentiary, Min.
A.A.G.	Plen.
Inspector General, Insp. Gen.	Consul General, C.G.
Assistant Inspector General,	Secretary of Legation, Sec.
A.I.G.	Leg.
Quarter-Master General, Q.	Consul, C.
M.G.	Vice Consul, V.C.
Quarter-Master, Q.M.	<i>Geographical</i> —
Commissary General, C.G.S.	Africa, Af.
Surgeon General, Surg. Gen.	America, Am. or Amer.
Surgeon, Surg.	Austria, Aust.
Paymaster General, P.M.G.	Belgium, Bel.
Paymaster, Pay M.	British America, B.A.
Chief Engineer, Chf. E.	Canada, Can.
Chief of Ordnance, Chf. Ord.	England, Eng.
Chaplain, Chap.	France, Fr.
<i>Naval Titles</i> —	Great Britain, G.B.
Admiral, Adm., Admi.	Germany, Ger.
Vice Admiral, V. Adm.	Ireland, Ire.
Rear Admiral, R. Adm.	Italy, It.
Commodore, Commo.	India, Ind.
Captain, Capt.	Japan, Jap.
Commander, Com.	Mexico, Mex.
Lieutenant Commander, Lt.	New Brunswick, N.B.
Com.	Nova Scotia, N.S.
Lieutenant, Lieut.	Portugal, Port.
Master, Mas.	Prince Edward Island, P.E.I.
Ensign, Ens.	Prussia, Pruss.
Midshipman, Mid.	Russia, Russ.
Medical Inspector, Med. Insp.	Sandwich Islands, S. IIs.
Engineer in Chief, Eng. in Chf.	Scotland, Scot.
Naval Constructor, Nav. Con.	

# *The Etiquette of Correspondence*

South America, S.A.	Switzerland, Switz.
Spain, Sp.	Syria, Syr.
Sweden, Sw.	West Indies, W.I. or W. Ind.

## STATES AND TERRITORIES IN THE UNITED STATES

Alabama, Ala.	Montana, Mont.
Alaska Territory, Alaska	Nebraska, Nebr.
Arizona, Ariz.	Nevada, Nev.
Arkansas, Ark.	New Hampshire, N.H.
California, Cal.	New Jersey, N.J.
Colorado, Colo.	New Mexico Territory, N. Mex.
Connecticut, Conn., Ct.	New York, N.Y.
Delaware, Del.	North Carolina, N.C.
District of Columbia, D.C.	North Dakota, N. Dak.
Florida, Fla.	Ohio, O., Ohio.
Georgia, Ga.	Oklahoma Territory, Oklo. T.
Idaho, Idaho	Oregon, Ore., Oregon
Illinois, Ill.	Pennsylvania, Penn., Pa.
Indiana, Ind.	Rhode Island, R.I.
Indian Territory, Indian Ter.	South Carolina, S.C.
Iowa, Iowa	South Dakota, S. Dak.
Kansas, Kan.	Tennessee, Tenn.
Kentucky, Ky.	Texas, Tex.
Louisiana, La.	Utah, Utah, Ut.
Maine, Me.	Vermont, Vt.
Maryland, Md.	Virginia, Va.
Massachusetts, Mass.	Washington, Wash.
Michigan, Mich.	West Virginia, W. Va.
Minnesota, Minn.	Wisconsin, Wis.
Mississippi, Miss.	Wyoming, Wyo.
Missouri, Mo.	

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# FOREIGN WORDS *and* PHRASES OFTEN USED IN CORRESPONDENCE

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*Fr.*, French.

*L.*, Latin.

*It.*, Italian.

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Àb extra ( <i>L.</i> ), from without	À la bonne heure ( <i>Fr.</i> ), well-timed ; at an early hour
Àb initio ( <i>L.</i> ), from the beginning	À la Française ( <i>Fr.</i> ), after the French manner
À bon marché ( <i>Fr.</i> ), a good bargain	À la mode ( <i>Fr.</i> ), according to the fashion
Absence d'esprit ( <i>Fr.</i> ), absence of mind	À l'anglaise ( <i>Fr.</i> ), after the English manner
À coups de bâton ( <i>Fr.</i> ), with blows of a stick	Alias ( <i>L.</i> ), otherwise
Actionnaire ( <i>Fr.</i> ), a shareholder	Alibi ( <i>L.</i> ), elsewhere
Ad arbitrium ( <i>L.</i> ), at discretion	Alma mater ( <i>L.</i> ), kind mother, or benign mother
Addenda ( <i>L.</i> ), things to be added	Alter ego ( <i>L.</i> ), my other self
Ad finem ( <i>L.</i> ), to the end	Alter idem ( <i>L.</i> ), another exactly similar
Ad hominem ( <i>L.</i> ), personal to the individual	Amende honorable ( <i>Fr.</i> ), an apology
Ad infinitum ( <i>L.</i> ), to infinity	Amo ( <i>L.</i> ), I love
Ad interim ( <i>L.</i> ), meanwhile	Amor patriæ ( <i>L.</i> ), love of country
Ad libitum ( <i>L.</i> ), at pleasure	Amour propre ( <i>Fr.</i> ), self-love, vanity
Ad nauseam ( <i>L.</i> ), to nausea	Animo et fide ( <i>L.</i> ), by courage and faith
Ad valorem ( <i>L.</i> ), according to the value	Animus ( <i>L.</i> ), mind ; intention
Affaire d'amour ( <i>Fr.</i> ), a love affair	Anno Christi ( <i>L.</i> ), in the year of Christ
Affaire d'honneur ( <i>Fr.</i> ), an affair of honor ; a duel.	Anno Domini ( <i>L.</i> ), in the year of our Lord
Affaire du cœur ( <i>Fr.</i> ), an affair of the heart	Anno mundi ( <i>L.</i> ), in the year of the world
À fin de ( <i>Fr.</i> ), to the end that	Annus mirabilis ( <i>L.</i> ), the year of wonders
Aide-de-camp ( <i>Fr.</i> ), an assistant to a general	
À l'abandon ( <i>Fr.</i> ), at random	

# The Etiquette of Correspondence

<b>Ante bellum</b> ( <i>L.</i> ), before the war	<b>Bête noire</b> ( <i>Fr.</i> ), a black beast; a bugbear
<b>Ante lucem</b> ( <i>L.</i> ), before day-light	<b>Billet doux</b> ( <i>Fr.</i> ), love-letter
<b>Ante meridiem</b> ( <i>L.</i> ), before noon	<b>Bis</b> ( <i>L.</i> ), twice repeated
<b>Aperçu</b> ( <i>Fr.</i> ), an abstract, summary	<b>Bizarre</b> ( <i>Fr.</i> ), fantastic; odd
<b>A posse ad esse</b> ( <i>L.</i> ), from possibility to reality	<b>Blasé</b> ( <i>Fr.</i> ), worn out by excesses; surfeited
<b>A priori</b> ( <i>L.</i> ), from cause to effect	<b>Bona fide</b> ( <i>L.</i> ), in good faith; really
<b>A propos de rien</b> ( <i>Fr.</i> ), apropos to nothing	<b>Bon-bon</b> ( <i>Fr.</i> ), confectionery
<b>Argent comptant</b> ( <i>Fr.</i> ), ready money	<b>Bonhomie</b> ( <i>Fr.</i> ), good-natured simplicity
<b>A toute force</b> ( <i>Fr.</i> ), with all one's might	<b>Bonjour</b> ( <i>Fr.</i> ), good-morning, or good-day
<b>Attaché</b> ( <i>Fr.</i> ), a person attached to a legation	<b>Bon mot</b> ( <i>Fr.</i> ), a witty saying
<b>Au fait</b> ( <i>Fr.</i> ), skilful; expert.	<b>Bonne</b> ( <i>Fr.</i> ), nurse; a lady's maid
<b>Auf wiedersehen</b> ( <i>Ger.</i> ), adieu till we meet again	<b>Bonne bouche</b> ( <i>Fr.</i> ), a delicate bit; a sweet morsel
<b>Au pis aller</b> ( <i>Fr.</i> ), at the worst	<b>Bonsoir</b> ( <i>Fr.</i> ), good-evening
<b>Au plaisir de vous revoir</b> ( <i>Fr.</i> ), till I have the pleasure of seeing you again	<b>Bon ton</b> ( <i>Fr.</i> ), fashionable society
<b>Au revoir</b> ( <i>Fr.</i> ), adieu till we meet again	<b>Bonus</b> ( <i>L.</i> ), a consideration for something received
<b>Badinage</b> ( <i>Fr.</i> ), pleasantry; bandying words in jest	<b>Bourgeois</b> ( <i>Fr.</i> ), a citizen
<b>Bagatelle</b> ( <i>Fr.</i> ), a trifle	<b>Café</b> ( <i>Fr.</i> ), coffee; coffee-house
<b>Bal masque</b> ( <i>Fr.</i> ), masquerade ball	<b>Canaille</b> ( <i>Fr.</i> ), the rabble
<b>Bas bleu</b> ( <i>Fr.</i> ), blue-stocking; a literary woman	<b>Cap-à-pie</b> ( <i>Fr.</i> ), from head to foot
<b>Beau monde</b> ( <i>Fr.</i> ), the gay world	<b>Carpe diem</b> ( <i>L.</i> ), improve the time; seize the opportunity
<b>Beaux esprits</b> ( <i>Fr.</i> ), gay spirits	<b>Carte blanche</b> ( <i>Fr.</i> ), blank sheet of paper; full power
<b>Bel esprit</b> ( <i>Fr.</i> ), a brilliant mind	<b>Carte-de-visite</b> ( <i>Fr.</i> ), small photograph
	<b>Casus belli</b> ( <i>L.</i> ), a cause for war
	<b>Chacun à son goût</b> ( <i>Fr.</i> ), every one to his taste
	Champs

# *The Etiquette of Correspondence*

Champs Élysées ( <i>Fr.</i> ), Elysian fields; park in Paris	Cum grano salis ( <i>L.</i> ), with a grain of salt
Châteaux en espagne ( <i>Fr.</i> ), castles in the air	Curriculum ( <i>L.</i> ), course; career
Chef d'œuvre ( <i>Fr.</i> ), a masterpiece	Data ( <i>L.</i> ), things given or granted
Chère amie ( <i>Fr.</i> ), dear friend (feminine)	De bonne grâce ( <i>Fr.</i> ), willing and kindly
Cicerone ( <i>It.</i> ), a guide who explains	Début ( <i>Fr.</i> ), first appearance in public
Ci-devant ( <i>Fr.</i> ), formerly	De facto ( <i>L.</i> ), in fact; in reality
Comme il faut ( <i>Fr.</i> ), as it should be	Dégagé ( <i>Fr.</i> ), easy
Compagnon de voyage ( <i>Fr.</i> ), a travelling companion	Dei gratia ( <i>L.</i> ), by the grace of God
Con amore ( <i>It.</i> ), with love; inclination	Demi-monde ( <i>Fr.</i> ), depraved women
Contretemps ( <i>Fr.</i> ), a mischance; disappointment	Dénouement ( <i>Fr.</i> ), the ending
Conversazione ( <i>It.</i> ), a meeting for conversation	Deo volente ( <i>L.</i> ), God willing
Costume de rigueur ( <i>Fr.</i> ), full dress	De profundis ( <i>L.</i> ), out of the depths
Couleur de rose ( <i>Fr.</i> ), rose-colored	Dernier ressort ( <i>Fr.</i> ), last resort
Coup de grâce ( <i>Fr.</i> ), a finishing stroke	Détour ( <i>Fr.</i> ), a circuitous march
Coup de main ( <i>Fr.</i> ), a sudden effort	De trop ( <i>Fr.</i> ), too much; too many
Coup de soleil ( <i>Fr.</i> ), sunstroke	Devoir ( <i>Fr.</i> ), duty
Coup d'état ( <i>Fr.</i> ), a stroke of policy	Dictum ( <i>L.</i> ), a mere assertion
Coupon ( <i>Fr.</i> ), part of a commercial bond to be cut off as interest becomes due	Dies ires ( <i>L.</i> ), day of wrath
Coûte que coûte ( <i>Fr.</i> ), let it cost what it may	Disjecta membra ( <i>L.</i> ), scattered remains
Cui bono ( <i>L.</i> ), for whose benefit; for what good	Distingué ( <i>Fr.</i> ), distinguished
Cuisine ( <i>Fr.</i> ), a kitchen; cookery	Dolce far niente ( <i>It.</i> ), sweet idleness
	Double entendre ( <i>Fr.</i> ), double meaning; an ambiguous expression
	Douceur ( <i>Fr.</i> ), a bribe
	Dramatis personæ ( <i>L.</i> ), characters of the drama

# The Etiquette of Correspondence

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Eau de Cologne ( <i>Fr.</i> ), cologne water	Ex cathedra ( <i>L.</i> ), from the chair; with authority
Editio princeps ( <i>L.</i> ), first edition	Ex officio ( <i>L.</i> ), by virtue of his office
Éclat ( <i>Fr.</i> ), splendor; glory; pomp	Ex parte ' <i>L.</i> ', on one side only
Élève ( <i>Fr.</i> ), a pupil	Exposé ( <i>Fr.</i> ), an exposure
Élète ( <i>Fr.</i> ), the choice part	Ex post facto ( <i>L.</i> ), after the fact
Embonpoint ( <i>Fr.</i> ), plump	Ex tempore ( <i>L.</i> ), off-hand; on the spur of the moment
Employé ( <i>Fr.</i> ), one employed by another	
Empressement ( <i>Fr.</i> ), Eager-ness; zeal	Façade ( <i>Fr.</i> ), a front view
En avant ( <i>Fr.</i> ), forward	Facile princeps ( <i>L.</i> ), the ad-mitted chief
Encore ( <i>Fr.</i> ), again	Fac simile ( <i>L.</i> ), an exact copy
En déshabillé ( <i>Fr.</i> ), in undress	Fac totum ( <i>L.</i> ), do anything; man of all work
En famille ( <i>Fr.</i> ), with the family; informally	Faire sans dire ( <i>Fr.</i> ), to do, not say
Enfant terrible ( <i>Fr.</i> ), spoiled child	Fait accompli ( <i>Fr.</i> ), a thing al-ready done
Enfin ( <i>Fr.</i> ), at length; at last	Faux pas ( <i>Fr.</i> ), false step
En masse ( <i>Fr.</i> ), in a body	Femme de charge ( <i>Fr.</i> ), a housekeeper
Ennui ( <i>Fr.</i> ), weariness; lassitude; bored	Femme sole ( <i>Fr.</i> ), an unmar-ried woman
En passant ( <i>Fr.</i> ), in passing	Festina lente ( <i>L.</i> ), hasten slowly
En route ( <i>Fr.</i> ), on the way	Fête ( <i>Fr.</i> ), an entertainment
Entente cordiale ( <i>Fr.</i> ), cordial understanding between two parties	Fête champêtre ( <i>Fr.</i> ), a rural entertainment
Entrée ( <i>Fr.</i> ), a side dish	Feu de joie ( <i>Fr.</i> ), a bonfire
Entre nous ( <i>Fr.</i> ), between us	Feuilleton ( <i>Fr.</i> ), a small leaf; supplement
En ville ( <i>Fr.</i> ), in town or city	Fiat ( <i>L.</i> ), let it be done
Ergo ( <i>L.</i> ), therefore	Fide et amore ( <i>L.</i> ), by faith and love
Errata ( <i>L.</i> ), errors	Fidus Achates ( <i>L.</i> ), a true friend
Erratum ( <i>L.</i> ), an error	Fille de chambre ( <i>Fr.</i> ), a chambermaid
Esprit de corps ( <i>Fr.</i> ), brother-hood; bond of union; pride in fellowship; brotherly feeling	
Ex animo ( <i>L.</i> ), heartily	

# *The Etiquette of Correspondence*

<b>Fin-de-siècle</b> ( <i>Fr.</i> ), these latter days ; end of the century	<b>Hora fugit</b> ( <i>L.</i> ), the hour flies
<b>Finis</b> ( <i>L.</i> ), the end	<b>Hors de combat</b> ( <i>Fr.</i> ), not in a condition to fight
<b>Front à front</b> ( <i>Fr.</i> ), face to face	<b>Hôtel de ville</b> ( <i>Fr.</i> ), a town or city hall
<b>Furor scribendi</b> ( <i>L.</i> ), a rage for writing	<b>Hôtel des Invalides</b> ( <i>Fr.</i> ), Soldiers' Hospital in Paris
<b>Garçon</b> ( <i>Fr.</i> ), a boy; a servant	<b>Hôtel Dieu</b> ( <i>Fr.</i> ), the house of God; a hospital in Paris
<b>Garçon de la fête</b> ( <i>Fr.</i> ), master of ceremonies	
<b>Garde du corps</b> ( <i>Fr.</i> ), a body-guard	<b>Ibidem, Ibid</b> ( <i>L.</i> ), in the same place
<b>Gardez bien</b> ( <i>Fr.</i> ), guard well ; take care	<b>Ich dien</b> ( <i>Ger.</i> ), I serve
<b>Genius loci</b> ( <i>L.</i> ), the genius of the place	<b>Id est</b> ( <i>L.</i> ), that is
<b>Gens d'armes</b> ( <i>Fr.</i> ), armed police	<b>Id genus omne</b> ( <i>L.</i> ), all of that kind
<b>Gradus ad Parnassum</b> ( <i>L.</i> ), an aid to writing Latin and Greek poetry	<b>Ignis fatuus</b> ( <i>L.</i> ), will o' the wisp
<b>Gratis</b> ( <i>L.</i> ), for nothing ; free	<b>Imprimis</b> ( <i>L.</i> ), in the first place
<b>Gratis dictum</b> ( <i>L.</i> ), mere assertion	<b>Impromptu</b> ( <i>L.</i> ), without study; off-hand
<b>Habeas corpus</b> ( <i>L.</i> ), in law, a writ for delivering a person from imprisonment	<b>Improvisatore</b> ( <i>It.</i> ), an impromptu poet or story-teller
<b>Hauteur</b> ( <i>Fr.</i> ), haughtiness	<b>In articulo mortis</b> ( <i>L.</i> ), at the point of death
<b>Haut goût</b> ( <i>Fr.</i> ), high flavor	<b>Incognito</b> ( <i>L.</i> ), unknown
<b>Haut ton</b> ( <i>Fr.</i> ), highest fashion	<b>Index expurgatorius</b> ( <i>L.</i> ), list of prohibited books
<b>Hic jacet</b> ( <i>L.</i> ), here lies	<b>In dubiis</b> ( <i>L.</i> ), in doubt
<b>Hinc illæ lachrymæ</b> ( <i>L.</i> ), hence these tears	<b>In esse</b> ( <i>L.</i> ), in being ; in reality
<b>Hoc loco</b> ( <i>L.</i> ), in this place	<b>In extenso</b> ( <i>L.</i> ), at full length
<b>Hoc tempore</b> ( <i>L.</i> ), at this time	<b>In extremis</b> ( <i>L.</i> ), at the point of death
<b>Homme d'esprit</b> ( <i>Fr.</i> ), a man of genius	<b>Infinito</b> ( <i>L.</i> ), perpetually
<b>Homo sum</b> ( <i>L.</i> ), I am a man	<b>In loco parentis</b> ( <i>L.</i> ), in the place of a parent
<b>Honi soit qui mal y pense</b> ( <i>Fr.</i> ), evil to him who evil thinks	<b>In medias res</b> ( <i>L.</i> ), in the midst of things
	<b>In memoriam</b> ( <i>L.</i> ), in memory
	<b>In pace</b> ( <i>L.</i> ), in peace

# The Etiquette of Correspondence

In propria persona ( <i>L.</i> ), in person	Jus divinum ( <i>L.</i> ), divine right
In statu quo ( <i>L.</i> ), in the former state or condition	Juste milieu ( <i>Fr.</i> ), the golden mean
Inter alia ( <i>L.</i> ), among other things	Laisser faire ( <i>Fr.</i> ), to let alone; to leave matters to right themselves
Inter nos ( <i>L.</i> ), among ourselves	L'allegro ( <i>It.</i> ), the merry man, or merry one
Interregnum ( <i>L.</i> ), an interval between two reigns	Lapsus calami ( <i>L.</i> ), a slip of the pen
Intersé ( <i>L.</i> ), among themselves	Lapsus linguæ ( <i>L.</i> ), a slip of the tongue
In toto ( <i>L.</i> ), in the whole	Lapsus memoriae ( <i>L.</i> ), a slip of the memory
Intra muros ( <i>L.</i> ), within the walls	Lares et penates ( <i>L.</i> ), household gods
In transitu ( <i>L.</i> ), in passing	Laus Deo ( <i>L.</i> ), praise to God
Ipse dixit ( <i>L.</i> ), he, himself, said it; a dogmatic assertion	Lazzaroni ( <i>It.</i> ), street beggars
Ipsissima verba ( <i>L.</i> ), the very words	Le beau monde ( <i>Fr.</i> ), the fashionable world
Ipso facto ( <i>L.</i> ), by the act itself	L'empire des lettres ( <i>Fr.</i> ), the republic of letters
Jacta est alea ( <i>L.</i> ), the die is cast	Le point du jour ( <i>Fr.</i> ), day-break
Januis clausis ( <i>L.</i> ), with closed doors	Le roi et l'état ( <i>Fr.</i> ), the king and the state
Je ne sais quoi ( <i>Fr.</i> ), I know not what	Le savoir faire ( <i>Fr.</i> ), the knowing how to act
Je suis prêt ( <i>Fr.</i> ), I am ready	Le savoir-vivre ( <i>Fr.</i> ), the knowing how to live
Jet d'eau ( <i>Fr.</i> ), a jet of water	Les extrêmes se touchent ( <i>Fr.</i> ), extremes meet
Jeu de mots ( <i>Fr.</i> ), a play upon words	Lettre de cachet ( <i>Fr.</i> ), a sealed letter; a royal warrant
Jeu d'esprit ( <i>Fr.</i> ), a witticism; a display of wit	Lettre de marque ( <i>Fr.</i> ), a letter of marque or reprisal
Jeu de théâtre ( <i>Fr.</i> ), a stage trick; clap-trap	Lex loci ( <i>L.</i> ), the law of custom or usage
Je vis en espoir ( <i>Fr.</i> ), I live in hope	Lex non scripta ( <i>L.</i> ), the unwritten law
Jubilate Deo ( <i>L.</i> ), be joyful in God	
Judicium Dei ( <i>L.</i> ), the judgment of God	
Jure divino ( <i>L.</i> ), by divine law	

# The Etiquette of Correspondence

Lex non Scripta ( <i>L.</i> ), "The unwritten law or the common law"	Mala fide ( <i>L.</i> ), in bad faith
Liaison ( <i>Fr.</i> ), an amour	Mal à propos ( <i>Fr.</i> ), out of place; ill-time
Libretto ( <i>It.</i> ), a little book; a pamphlet; small book with the text of an opera	Mal de mer ( <i>Fr.</i> ), seasickness
L'inconnu ( <i>Fr.</i> ), the unknown	Malgré nous ( <i>Fr.</i> ), in spite of us
Litera scripta manet ( <i>L.</i> ), the written letter remains	Mali exempli ( <i>L.</i> ), a bad example
Literati ( <i>L.</i> ), men of learning	Manes ( <i>L.</i> ), a ghost; departed spirit
Literatim ( <i>L.</i> ), literally; letter for letter	Mania a potu ( <i>L.</i> ), madness from drink
Littérateur ( <i>Fr.</i> ), a literary man	Manu forti ( <i>L.</i> ), with a strong hand
Loci communes ( <i>L.</i> ) common-places; topics	Materfamilias ( <i>L.</i> ), the mother of a family
Locum tenens ( <i>L.</i> ), a substitute; proxy	Materia Medica ( <i>L.</i> ), substances used in the healing art
Loyal en tout ( <i>Fr.</i> ), loyal in everything	Mauvaise honte ( <i>Fr.</i> ), false modesty
Ma chère ( <i>Fr.</i> ), my dear (feminine)	Mauvais goût ( <i>Fr.</i> ), bad taste
Magnum bonum ( <i>L.</i> ), a great good	Maximum ( <i>L.</i> ), the greatest possible
Magnum opus ( <i>L.</i> ), a great work	Mélange ( <i>Fr.</i> ), a mixture
Maintiens le droit ( <i>Fr.</i> ), maintain the right	Memento mori ( <i>L.</i> ), remember death
Maison de compagnie ( <i>Fr.</i> ) a country-seat; a country house	Memorabilia ( <i>L.</i> ), things worth remembering
Maison de ville ( <i>Fr.</i> ), a town house	Memor et fidelis ( <i>L.</i> ), mindful and faithful
Maître d' hôtel ( <i>Fr.</i> ), a steward	Memoriter ( <i>L.</i> ), by rote
Major domo ( <i>L.</i> ), master of house; steward	Menu ( <i>Fr.</i> ) bill of fare
Maladie du pays ( <i>Fr.</i> ), homesickness	Mésalliance ( <i>Fr.</i> ), marriage with an inferior
	Meum et tuum ( <i>L.</i> ), mine and thine
	Mezzo termine ( <i>It.</i> ), a middle course
	Minimum ( <i>L.</i> ), the least
	Minutiæ ( <i>L.</i> ), trifles; minute points

# The Etiquette of Correspondence

Mirabile dictu ( <i>L.</i> ), wonderful to relate	Nolle prosequi ( <i>L.</i> ), unwilling to proceed; discontinuance of a lawsuit
Mirabile visu ( <i>L.</i> ), wonderful to see	Nom de guerre ( <i>Fr.</i> ) a war-name; an assumed title in travelling
Modus operandi ( <i>L.</i> ), the mode of operation	Nom de plume ( <i>Fr.</i> ), a writer's assumed name
Mon ami ( <i>Fr.</i> ), my friend (masculine)	Nonchalance ( <i>Fr.</i> ) carelessness; indifference
Morceau ( <i>Fr.</i> ), a morsel	Non compos mentis ( <i>L.</i> ), not of sound mind
Mots d'usage ( <i>Fr.</i> ), phrases in common use	Non multa sed multum ( <i>L.</i> ), not many things but much
Multum in parvo ( <i>L.</i> ), much in a little space	Non nobis solum ( <i>L.</i> ), not to us alone
Mutatis mutandis ( <i>L.</i> ), the necessary changes being made	Non sequitur ( <i>L.</i> ), it does not follow
Naïveté ( <i>Fr.</i> ), simplicity	Nota bene ( <i>L.</i> ), take notice
Née ( <i>Fr.</i> ), born; family name	N'oubliez pas ( <i>Fr.</i> ), forget not
Négligé ( <i>Fr.</i> ), undress	Nous verrons ( <i>Fr.</i> ), we shall see
Nem. con. ( <i>nemine contradicente</i> ) ( <i>L.</i> ), without opposition.	Nouvellette ( <i>Fr.</i> ), a short novel
Nem. dis. ( <i>nemine dissentiente</i> ) ( <i>L.</i> ), no one dissenting	Nunc aut nunquam ( <i>L.</i> ), now or never
Ne plus ultra ( <i>L.</i> ), the utmost limit	Nunquam non paratus ( <i>L.</i> ), never unprepared
Ne quid nimis ( <i>L.</i> ), not too much; avoid extremes	Obiit ( <i>L.</i> ) he or she died.
Nil admirari ( <i>L.</i> ), to be astonished at nothing	Obiter dictum ( <i>L.</i> ), a thing said by the way
Nil desperandum ( <i>L.</i> ), never despair	Odium in longum jacens ( <i>L.</i> ), an old grudge
N'importe ( <i>Fr.</i> ), it matters not	Odium theologicum ( <i>L.</i> ), the dislike of divines.
Noblesse oblige ( <i>Fr.</i> ), rank imposes obligations	Ohne Hast, ohne Rast ( <i>Ger.</i> ), haste not, rest not
Nolens volens ( <i>L.</i> ), willing or unwilling	Olla podrida ( <i>Sp.</i> ), a heterogeneous mixture
Noli me tangere ( <i>L.</i> ), touch me not	On dit ( <i>Fr.</i> ), they say; a sly rumor

# *The Etiquette of Correspondence*

Onus probandi ( <i>L.</i> ), the burden of proof	Per diem ( <i>L.</i> ), by the day
Ora et labora ( <i>L.</i> ), pray and labor	Per se ( <i>L.</i> ), by itself; for its own sake
Ora pro nobis ( <i>L.</i> ), pray for us	Petitio principii ( <i>L.</i> ), begging of the question
O tempores, O mores ( <i>L.</i> ), O the times, O the manners	Petit maître ( <i>Fr.</i> ), a fop
Otium cum dignitate ( <i>L.</i> ), leisure with dignity	Pis aller ( <i>Fr.</i> ), the worst, or last shift
Ouvriers ( <i>Fr.</i> ), artisans; work- men	Pleno jure ( <i>L.</i> ), with full au- thority
Papier maché ( <i>Fr.</i> ), a sub- stance made of paper re- duced to pulp	Poco á poco ( <i>Sp.</i> ), little by little
Par excellence ( <i>Fr.</i> ), pre-emi- nently or by way of eminence	Poeta nascitur ( <i>L.</i> ), poet is born, not made
Pars pro toto ( <i>L.</i> ), part for the whole	Point d'appui ( <i>Fr.</i> ), point of support
Particeps criminis ( <i>L.</i> ), an accomplice in the crime	Pons asinorum ( <i>L.</i> ), bridge of asses
Parvenue ( <i>Fr.</i> ), a newcomer; an upstart	Posse comitatus ( <i>L.</i> ), an armed body
Passe-partout ( <i>Fr.</i> ), a master key; a certain kind of frame for a picture	Poste restante ( <i>Fr.</i> ), to remain till called for
Passim ( <i>L.</i> ), everywhere	Post mortem ( <i>L.</i> ), after death
Paterfamilias ( <i>L.</i> ), the father of a family	Post obitum ( <i>L.</i> ), after death
Pater noster ( <i>L.</i> ), Our Father; The Lord's prayer	Pot-pourri ( <i>Fr.</i> ), a medley
Pater patriæ ( <i>L.</i> ), the father of his country	Pour encourager les autres ( <i>Fr.</i> ), for the encourage- ment of others
Pax vobiscum ( <i>L.</i> ), peace be with you	Pour faire visite ( <i>Fr.</i> ), to pay a visit
Peccavi ( <i>L.</i> ), I have sinned	Pour passer le temps ( <i>Fr.</i> ), to while away the time
Penchant ( <i>Fr.</i> ), inclination	Pour prendre congé ( <i>Fr.</i> ), to take leave
Per annum ( <i>L.</i> ), by the year	Præscriptum ( <i>L.</i> ), a thing pre- scribed
Per capita ( <i>L.</i> ), by the head singly	Prima donna ( <i>It.</i> ), the prin- cipal singer at a concert or opera
Per centum ( <i>L.</i> ), by the hundred	Prima facie ( <i>L.</i> ), the first view

# The Etiquette of Correspondence

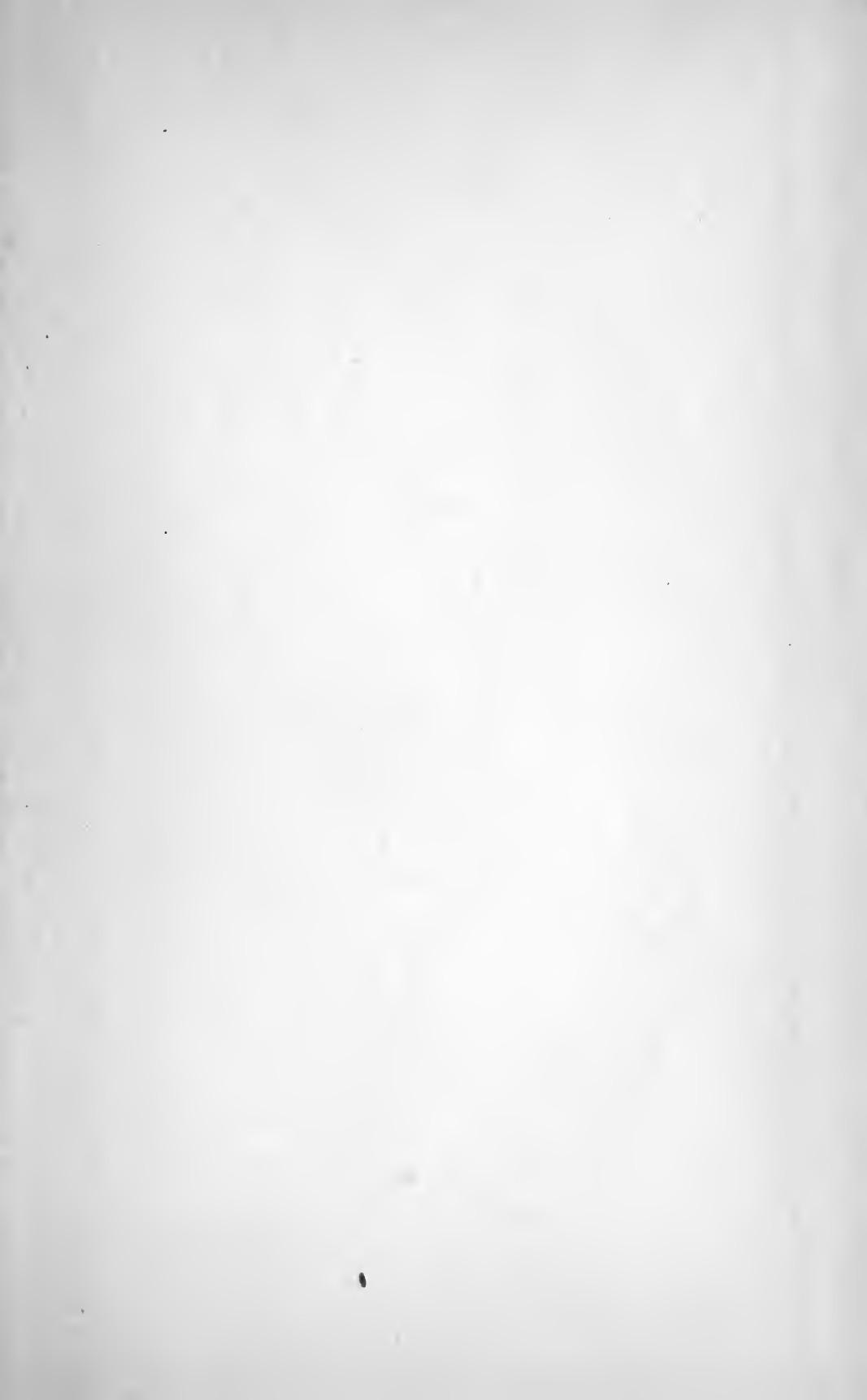
Primum mobile ( <i>L.</i> ), first impulse	Quo jure ( <i>L.</i> ), by what right?
Principia ( <i>L.</i> ), first principles	Quondam ( <i>L.</i> ), Having been ; formerly
Pro bono publico ( <i>L.</i> ), for the good of the public	Quota ( <i>L.</i> ), a share ; a proportion
Pro et con ( <i>L.</i> ), for and against	Quo warranto ( <i>L.</i> ), by what authority
Pro rata ( <i>L.</i> ), in proportion	
Pro tanto ( <i>L.</i> ), for so much	
Protégé ( <i>Fr.</i> ), one protected or patronized	Raison d'être ( <i>Fr.</i> ), a reason of state ; a reason for being
Pro tempore ( <i>L.</i> ), for the time being	Rara avis ( <i>L.</i> ), a rare bird
Proviso ( <i>L.</i> ), it being provided ; a condition	Recherché ( <i>Fr.</i> ), uncommon ; desirable ; rare
Punica fides ( <i>L.</i> ), Punic faith ; treachery	Reductio ad absurdum ( <i>L.</i> ), a reduction to an absurdity
Qualis rex, talis grex ( <i>L.</i> ), like king, like people	Regina ( <i>L.</i> ), queen
Qualis vita, finis ita ( <i>L.</i> ), as the life, so the end	Regium donum ( <i>L.</i> ), a royal gift
Quantum libet ( <i>L.</i> ), as much as you please	Renaissance ( <i>Fr.</i> ), revival ; new birth, as of letters or art
Quantum sufficit ( <i>L.</i> ), it is enough	Répondez s'il vous plaît ( <i>Fr.</i> ), answer if you please
Quasi ( <i>L.</i> ), as if, in a manner	Requiescat in pace ( <i>L.</i> ), may he rest in peace
Quid nunc ( <i>L.</i> ), what now ?	Res gestæ ( <i>L.</i> ), exploits
Quid pro quo ( <i>L.</i> ), one thing for another ; tit for tat	Res publica ( <i>L.</i> ), the commonwealth
Quid rides ( <i>L.</i> ), why do you laugh ?	Résumé ( <i>Fr.</i> ), an abstract or summary
Qui pense ? ( <i>Fr.</i> ), who thinks ?	Resurgam ( <i>L.</i> ), I shall rise again
Qui vive ? ( <i>Fr.</i> ), who goes there ? ; on the alert	Revenons à nos moutons ( <i>Fr.</i> ), let us return to our subject
Quo animo ( <i>L.</i> ), with what intention	Rex ( <i>L.</i> ), king
Quod erat demonstrandum ( <i>L.</i> ), which was to be demonstrated	Robe de chambre ( <i>Fr.</i> ), a dressing gown
Quod erat faciendum ( <i>L.</i> ), which was to be done	Ruat cœlum ( <i>L.</i> ), let the heavens fall

# The Etiquette of Correspondence

Ruse contra ruse ( <i>Fr.</i> ) trick against trick	Sic ( <i>L.</i> ), so; such
Ruse de guerre ( <i>Fr.</i> ), a stratagem of war	Sic est vita ( <i>L.</i> ), such is life
Sal Atticum ( <i>L.</i> ), Attic salt; wit	Sic passim ( <i>L.</i> ), so everywhere
Sanctum sanctorum ( <i>L.</i> ), holy of holies	Similia similibus curantur ( <i>L.</i> ), like cures like
Sang froid ( <i>Fr.</i> ), indifference; apathy	Similis simili gaudet ( <i>L.</i> ), like is pleased with like
Sans cérémonie ( <i>Fr.</i> ), without ceremony	Sine die ( <i>L.</i> ), without naming a day
Sans culotte ( <i>Fr.</i> ), without breeches; a rag-a-muffin	Sine quâ non ( <i>L.</i> ), without which; not; an indispensable condition
Sans Dieu rien ( <i>Fr.</i> ), nothing without God	Sobriquet ( <i>Fr.</i> ), a nickname
Sans peur et sans reproche ( <i>Fr.</i> ), without fear and without reproach	Soi-disant ( <i>Fr.</i> ), self-called; pretended
Sans rime et sans raison ( <i>Fr.</i> ), without rhyme or reason	Soirée ( <i>Fr.</i> ), an evening party, or entertainment
Sans souci ( <i>Fr.</i> ), without care; free and easy	Soirée dansante ( <i>Fr.</i> ), dancing party
Sans tache ( <i>Fr.</i> ), without spot	Sotto voce ( <i>It.</i> ), in an undertone; a whisper
Sartor resartus ( <i>L.</i> ), the cobbler mended	Souvenir ( <i>Fr.</i> ), remembrance
Sauve qui peut ( <i>Fr.</i> ), let him save himself who can	Statu quo ( <i>L.</i> ), as things were before
Savoir-faire ( <i>Fr.</i> ), tact; skill	Status quo ( <i>L.</i> ), the state in which
Savoir-vivre ( <i>Fr.</i> ), good-breeding	Stet ( <i>L.</i> ), let it stand
Séance ( <i>Fr.</i> ), a sitting	Suaviter in modo, sed fortiter in re ( <i>L.</i> ), gentle in manner, but determined in matter
Secundum artem ( <i>L.</i> ), according to art; regularly	Sub pœna ( <i>L.</i> ), under a penalty
Secundum usum ( <i>L.</i> ), according to custom	Sub rosa ( <i>L.</i> ), under the rose; privately
Semper fidelis ( <i>L.</i> ), always faithful	Sui generis ( <i>L.</i> ), of its own kind
Semper paratus ( <i>L.</i> ), always prepared	Tableau vivant ( <i>Fr.</i> ), living picture
Seriatim ( <i>L.</i> ), in regular order	Table d'hôte ( <i>Fr.</i> ), public table at a hotel; regular course

# The Etiquette of Correspondence

Tant mieux ( <i>Fr.</i> ), so much the better	Vale ( <i>L.</i> ), farewell
Tant pis ( <i>Fr.</i> ), so much the worse	Valet-de-chambre ( <i>Fr.</i> ), a valet; a body servant
Tapis ( <i>Fr.</i> ), carpet — ( <i>on the tapis</i> ) under consideration	Vaudeville ( <i>Fr.</i> ), a variety show; a comedy with song and dance
Tempus fugit ( <i>L.</i> ), time flies	Veni, vidi, vici ( <i>L.</i> ), I came, I saw, I conquered
Terra firma ( <i>L.</i> ), solid land	Verbatim et literatim ( <i>L.</i> ), word for word; letter for letter; exact copy
Terra incognita ( <i>L.</i> ), unknown land	Verbum sat sapienti ( <i>L.</i> ), a word to the wise
Tête-à-tête ( <i>Fr.</i> ), face to face; confidential interview	Veritas vincit ( <i>L.</i> ), truth conquers
Ton ( <i>Fr.</i> ), the prevailing fashion	Vérité sans peur ( <i>Fr.</i> ), truth without fear
Toujours prêt ( <i>Fr.</i> ), always ready	Versus ( <i>L.</i> ), against
Tout au contraire ( <i>Fr.</i> ), on the contrary	Via ( <i>L.</i> ), by the way of
Tout ensemble ( <i>Fr.</i> ), the whole taken together	Via media ( <i>L.</i> ), a middle course
Tuum est ( <i>L.</i> ), it is thine own	Vice versa ( <i>L.</i> ), the terms being reversed
Ultima thule ( <i>L.</i> ), the utmost boundary or limit	Vide ut supra ( <i>L.</i> ), see the preceding
Ultimatum ( <i>L.</i> ), the last offer; last condition	Vi et armis ( <i>L.</i> ), by force of arms
Unâ voce ( <i>L.</i> ), with one voice	Vis-à-vis ( <i>Fr.</i> ), face to face; a person opposite
Un fait accompli ( <i>Fr.</i> ), an accomplished fact	Vive la république ( <i>Fr.</i> ), long live the republic
Unique ( <i>Fr.</i> ), the only one of its kind	Vive le roi ( <i>Fr.</i> ), long live the king
Ut infra ( <i>L.</i> ), as cited below	Viva voce ( <i>L.</i> ), by word of mouth
Ut supra ( <i>L.</i> ), as above	Voilà ( <i>Fr.</i> ), see there
Vade in pace ( <i>L.</i> ), go in peace	Vox populi, vox Dei ( <i>L.</i> ), the voice of the people is the voice of God
Vade mecum ( <i>L.</i> ), with me; a constant companion	Vraisemblance ( <i>Fr.</i> ), likeness to truth; possibility
Væ victis ( <i>L.</i> ), woe to the vanquished	



Deacidified using the Bookkeeper process.  
Neutralizing agent: Magnesium Oxide  
Treatment Date: Dec. 2004

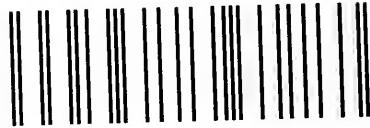
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